



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Assistant in Sustainable Cities, Faculty of Environment



Salary: Grade 6 (£27,025 – 32,236 p.a. pro rata)

Reference: ENVEE1336

Closing date: 7 July 2019

Part time: 50% of full time equivalent

Fixed term for 3 years

We will consider job share/flexible working arrangements

Teaching Assistant in Sustainable Cities

School of Earth and Environment, Faculty of Environment

Do you have a passion for urban sustainability? Would you like to be part of an enthusiastic team delivering an innovative degree in sustainable cities? Can you help deliver and develop this degree, working with leading academics and students?

As a highly motivated individual, having expertise in sustainability, low carbon transitions and/or urban management, you will contribute to the teaching and administration of the MSc Sustainable Cities in the Faculty of Environment. You should have a first degree and a Masters degree in a suitable subject, ideally with relevant experience. In addition to helping to deliver classroom and field teaching, you will support the logistics of running the programme, such as organising events, fieldtrips and engaging with industrial partners.

You will be a member of the Faculty of Environment, a large and vibrant community of academic staff, research staff and research postgraduates working at the forefront of environmental research, across the natural and social sciences.

What does the role entail?

As a Teaching Assistant, your main duties will include:

- Supporting the provision of high quality coursework and tutorials;
- Participating in the organisation of field trips and the training of MSc students on these trips;
- Contributing to recruitment activities e.g. open-days and outreach events;
- Contributing to induction activities and the development and refinement of resources and activities to support the transition to masters-level study;
- Contributing to the development of MSc projects with industry partners and helping to sustain industry links;
- Administration associated with projects/dissertations e.g. supervisor support, presentation scheduling;
- Providing support for the development and maintenance of alumni networks;
- Supporting and organising employability events, industrial advisory boards and teaching team meetings;
- Collating data to inform module and programme reviews.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Teaching Assistant you will have:

- A first degree in a relevant subject;
- A Masters degree in a relevant subject;
- An understanding of the core challenges for urban sustainability;
- Effective communication and interpersonal skills;
- Time management and multitasking skills with the ability to balance competing demands;
- A commitment to personal training and development;
- The ability use your own initiative and work independently to meet demanding deadlines;
- The ability to support students with diverse learning needs and to recognise when there is a need to refer matters to other appropriate parties.

You may also have:

- Experience of urban sustainability in practice;
- Experience in the delivery of teaching in a university environment;
- Experience of field and seminar teaching.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Drs [George Holmes](#) or [Jared West](#)

Tel: +44 (0)113 343 1163 or +44 (0)113 343 5232

Email: G.Holmes@leeds.ac.uk or L.J.West@leeds.ac.uk



Additional information

Find out more about the [Faculty](#)

Find out more about our [School](#)

Find out more about our [Research and associated facilities](#)

Find out more about Athena Swan in the [Faculty](#) and the [University](#).

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

