



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

**Teaching Assistant in Electronic & Electrical Engineering (Up to 4 posts)**  
**Faculty of Engineering and Physical Sciences**



**Salary: Grade 6 (£27,511p.a. pro rata)**

**Reference: EPSEE1005**

**Fixed-term, available from 1 November 2019, to end 31<sup>st</sup> August 2020**

**Part-time, 50% full time equivalent (18.75 hours per week)**

**We will consider flexible working arrangements**

# Teaching Assistant in Electronic and Electrical Engineering

## School of Electronic and Electrical Engineering

**Are you a PhD graduate looking for an opportunity to develop your experience in teaching within a Russell Group University?**

This opportunity which would provide an ideal opportunity to build on your experience of laboratory demonstrating and/or project supervision, through contributing to teaching in the School of Electronic and Electrical Engineering. The School is one of the leading Electronic and Electrical Engineering schools in the UK with over 100 years' experience in both teaching and research excellence. We are in the top five in the UK for the quality of our research and we are ranked 4th in the Guardian University League Tables (2020) and 4th in the UK for Electrical and Electronic Engineering in the Complete University Guide 2020.

We currently have over 550 students from 60 countries studying with us and we also have around 45 academic staff engaged in teaching and research. We need to recruit a Teaching Assistant to provide supervisory support for our undergraduate and postgraduate student projects, and also help deliver taught laboratory classes, in electronic and electrical engineering

Your role will involve supervising and assessing student projects and supporting academic staff through teaching in taught laboratories. You will be making an important contribution to ensuring students receive an outstanding educational experience.

You will have technical experience in electronic and electrical engineering, backed by a PhD qualification. In addition to demonstrating effective teaching skills, you will demonstrate excellent team working skills with an ability to work in a cross-cultural team, and also possess excellent communication skills.

Up to four roles are available on a part time basis, each role being 50% of full time equivalent (18.75 hours per week).



## What does the role entail?

As a Teaching Assistant, your main duties will include:

- Supervising and assessing individual and group-based student projects or dissertations, and contributing ideas and outline planning for student projects, providing feedback and guidance as required;
- Delivering teaching and assessment for practical classes (taught laboratory sessions) and tutorials/examples classes;
- Engaging in the administrative processes associated with student education as required;
- Working with our students as members of a learning community to provide world class education and an excellent student experience;
- Working closely with colleagues within the School and the University to ensure the effective delivery of student education.
- Integrating the University value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the University community and of visitors to the University.

These duties provide a framework for the role although they should not be regarded as an exhaustive list. Other duties consistent with the grade and title of the post may be required.

## What will you bring to the role?

As a Teaching Assistant, you will have:

- A first degree (minimum 2:1) and a PhD in electronic/electrical engineering (or a very closely related field, such as communications, embedded systems, etc.);
- Relevant experience of laboratory demonstrating and/or supervising student projects within a higher education environment;
- An ability to contribute to teaching with an enthusiastic approach and the ability to interact with students in ways that will enhance the student experience;
- A high level of interpersonal and communication skills, including writing and presentation skills, and the ability to collaborate effectively with colleagues and students;
- Excellent time management and planning skills with a proven ability to manage competing demands effectively, responsibly and without close support.



You may also have:

- Experience of teaching in other formats within a University;

## 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:

**[Mr Roland G Clarke](#)**, Director of Student Education

Tel: +44 (0)113 343 2094

Email: [r.g.clarke@leeds.ac.uk](mailto:r.g.clarke@leeds.ac.uk)

## Additional information

### Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering](#) and the [School of Electronic and Electrical Engineering](#).

### A diverse workforce

The Faculty of Engineering is proud to have been awarded the [Athena Swan Silver Award](#) from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

### 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](mailto: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.

