



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Teaching Assistant or Fellow in Computer Science, Faculty of Engineering**



**Salary: Grade 6 (£27,511 - £32,817) or 7 (£33,797 – £40,322 p.a.)**

**Reference: EPSCP1005**

**Closing date: 21 November 2019**

**We will consider flexible working arrangements**

# Teaching Assistant or Fellow in Computer Science

## School of Computing

**Are you enthusiastic about teaching Computer Science? Are you looking for an opportunity to develop your teaching skills in Higher Education? Do you have the skills to engage, enthuse and motivate students?**

The School of Computing is seeking to recruit excellent teaching staff to enhance the development and delivery of our programmes and extend our outreach activities. The role will require you to develop and deliver both practical and tutorial classes across a variety of modules on our computer science programmes. This includes modules such as programming, software engineering, databases and computer architecture. You will also be involved in the design and marking of assessments and worksheets and work with the University's outreach team to develop resources for public-facing projects.

You will have an undergraduate or masters degree in Computer Science or in a demonstrably relevant subject area, with an enthusiastic, creative approach to transferring knowledge and skills to students.

### What does the role entail?

As a Teaching Assistant, your main duties will include:

- Providing inspirational teaching and learning, which reflects professional standards and industry good practice;
- Supporting and delivering modules, including lectures, examples classes, tutorials and laboratory work at different levels on undergraduate and/or postgraduate taught courses;
- Assessing students' work, including marking exams and coursework;
- Assisting with laboratory classes and exercises, and helping students with project work;
- Utilising innovative approaches to learning and teaching with a strong emphasis on blended learning approaches;
- Providing timely feedback to students on their studies, identifying the learning needs of students and defining appropriate learning objectives;
- Providing advice to students on matters relating to their orientation to UK academic expectations, their studies and be available to students at agreed times outside of the teaching schedule;



- Contributing to the review of modules and programmes and to quality assurance mechanisms.

In addition, as a Teaching Fellow your main duties will also include:

- Developing innovative approaches to learning and teaching with a strong emphasis on blended learning;
- Setting exams and coursework;
- Acting as a personal tutor, including pastoral care and supporting students in maximising the benefits of their time at Leeds.

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 at grade 6 you will have:

- An undergraduate or masters degree in Computer Science or in a demonstrably relevant subject area;
- The ability to motivate and engender enthusiasm in others, as evidenced for example in student feedback obtained from previous teaching experience, with an enthusiastic, creative approach to transferring knowledge and skills to students;
- Experience of the delivery of teaching materials in a Higher Education setting, demonstrating effective teaching skills;
- Excellent team-working and networking skills;
- Demonstrate excellent communication and interpersonal skills, with a flexible, motivated and co-operative approach and good time management skills;
- Evidence of a proactive approach to further learning and personal development training;
- A commitment to a positive, inclusive and equal working environment

Additionally, as a Teaching Fellow at grade 7 you will have:

- A masters or PhD degree (or be close to completion of a PhD) in Computer Science or in a demonstrably relevant subject area;



- Experience of the design, development and delivery of teaching materials in a Higher Education setting;
- Demonstration of effective teaching and practical skills and a range of delivery techniques and assessment methods to teach effectively at all levels.

At both grades, you may also have:

- Experience of developing and incorporating innovative approaches to teaching or assessment;
- Experience of applying research and scholarship in 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:

**[Andy Bulpitt](#)**, Head of School

Tel: +44 (0)113 343 36816

Email: [a.j.bulpitt@leeds.ac.uk](mailto:a.j.bulpitt@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 Computing](#).

### 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's 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.

