



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Assistant (2 posts),

Faculty of Engineering and Physical Sciences



Salary: Grade 6 (£30,487- £36,024 pro rata p.a.)

Reference: EPSMA1116

Two positions, part time, 22.5 hours per week

Fixed term for 12 months

Closing date: Sunday 11 August 2024

We are open to discussing flexible working arrangements

Teaching Assistant (2 posts), School of Mathematics.

Are you a doctoral graduate in Mathematics looking for an opportunity to undertake teaching and provide support for a variety of modules? Are you passionate about delivering an exceptional student experience?

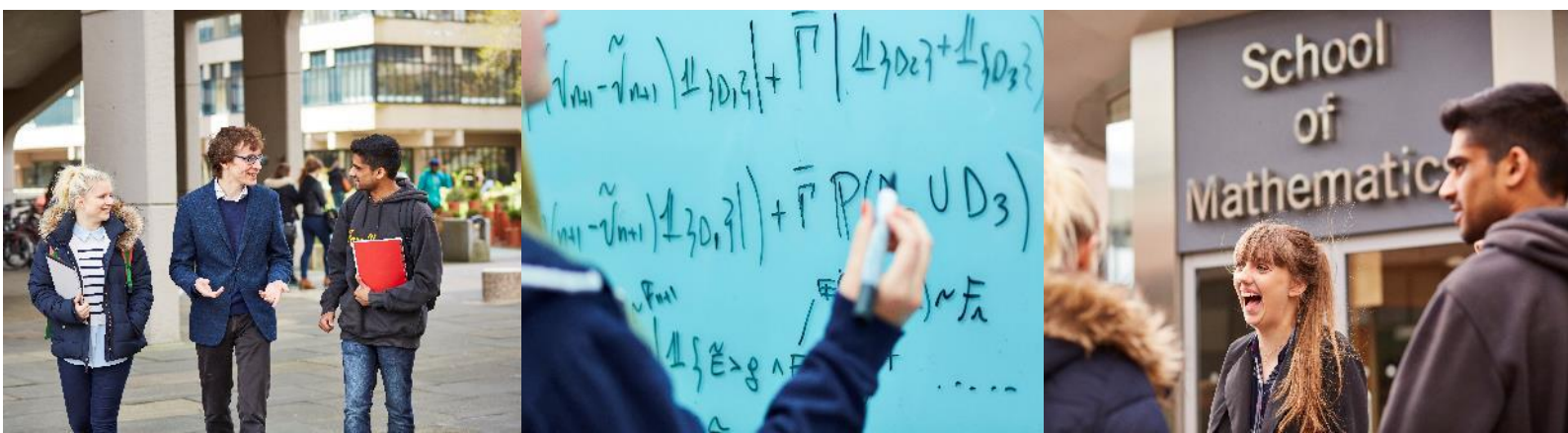
Working both independently and as part of a larger teaching team, you will carry out teaching or teaching-related activities such as tutoring, marking, preparing of course materials, project, and dissertation supervision at undergraduate or MSc level. Depending on previous experience there are also opportunities to take on other responsibilities, such as implementing and coordinating e-learning activities in the School.

With a PhD (completed or submitted by the start of the appointment) in an area of Mathematics, Statistics or a closely related subject and excellent communication skills, you will have some experience of teaching or tutoring mathematics at undergraduate level and a willingness to contribute effectively to administrative activities related to teaching.

What does the role entail?

As a Teaching Assistant, your main duties will include:

- Assisting in the delivery of teaching and support for modules offered by the School of Mathematics. This can include, but is not restricted to, tutoring, marking, delivering occasional lectures and providing feedback to students;
- Dealing with student queries about the content and delivery of a module and providing advice and ideas where necessary;
- Preparing teaching or assessment materials for modules offered by the School (where necessary) and engaging in appropriate teaching administrative duties;
- Supervising postgraduate and undergraduate project students (where appropriate), providing advice, training and demonstrations on the use of equipment/research methods;
- Developing e-learning material and e-learning activities.



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 PhD (completed or submitted by the start of the appointment) in an area of Mathematics, Statistics or closely related subject;
- Enthusiasm for, and some experience of, teaching or tutoring Mathematics at undergraduate level;
- A willingness to contribute effectively to administrative activities related to teaching;
- The ability to work effectively and responsibly without close supervision both independently and as part of a team;
- Excellent interpersonal and communication skills, including written and presentational, with the ability to interact positively with undergraduates and postgraduates;
- Good time management and planning skills, with the ability to meet tight deadlines;
- A commitment to ongoing training and development of teaching skills;
- A commitment to promoting and supporting diversity, equality and inclusion within the School.

You may also have:

- An excellent record of student feedback;
- Experience in supervising student projects or dissertations;
- Experience of designing resources for independent study;
- Experience in Statistics.

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:

[Dr Phil Walker](#), Associate Professor (Teaching and Scholarship)

Tel: +44 (0)113 343 7585

Email: P.Walker@leeds.ac.uk

OR

[Dr Graham Murphy](#), Senior Teaching Fellow

Tel: +44 (0)113 343 5187

Email: G.J.Murphy@leeds.ac.uk

Additional information

Please note: If you are not a British or Irish citizen, you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#), and the [School of Mathematics](#).

A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. We are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.



The Faculty of Engineering and Physical Sciences are 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

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Information for disabled candidates

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

Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information, please visit: www.gov.uk/skilled-worker-visa.

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information, please visit: <https://www.gov.uk/global-talent>.

