CANDIDATE BRIEF
Graduate Teaching Assistant/Postgraduate Researcher (3 posts)
Faculty of Medicine & Health

Salary: Grade 6 (£26,052 pro-rata p.a.)
40% Graduate Teaching Assistant / 60% Postgraduate Researcher
Reference: MHPSY1029
Closing date: 21 July 2017
Fixed Term for 5 years, start date September 2017
School of Psychology

Are you hard working with an eye for detail and have previous experience in a Psychology teaching environment? Can you engage with both students and research in a positive and enthusiastic way? Would you like to conduct independent research in a vibrant School?

We are looking for highly motivated individuals aiming for a career in Psychology in the combined teaching and research study role. You will contribute to the research-led Undergraduate teaching and management of student education within the School whilst simultaneously studying for a PhD.

For 40% of your time you will be employed as a Graduate Teaching Assistant to deliver teaching and support sessions in research skills including statistics and research methods including feedback to the students. With strong interpersonal skills you will also provide tutorial sessions for UG years one and two. For the remaining 60% of your time you will undertake a part time PhD, and you will submit a short research project proposal as part of your application for this dual role. Excellent time management, communication skills and an innovative approach will support you in this role.

What does the role entail?

As a Graduate Teaching Assistant, your main duties will include:

- Delivery of teaching and support sessions for research skills (including statistics, research methods, practical classes, practical seminars) for years one and two of the undergraduate programme;
- Assessing and providing feedback to students about research skills assessments (including practical reports and other assessments) for years one and two of the undergraduate programme;
- Provision of tutorials for years one and two of the undergraduate programme;
- Supporting the provision and assessment of high quality UG and PGT coursework and tutorials;
- Contributing to recruitment activities such as Open Days and outreach activities;
- Administration associated with projects/dissertations e.g. supervisor support, presentation scheduling;
• Undertaking, as part of normal duties, miscellaneous administrative and organisational responsibilities as specified by the Head of School.

As a Postgraduate Researcher, you will:

• Undertake a part-time research PhD qualification under the direction of nominated supervisors in the School of Psychology;
• Maintain active progress, including maintenance of appropriate research records, PhD training courses and progression (with transfer to full PhD registration status by the end of year 2), will be a condition of employment;
• Successfully complete a PhD thesis, within the five year period;
• Present at national and international conferences and publishing research material as agreed with your supervisors;

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 Graduate Teaching Assistant/ Postgraduate Researcher you will have:
• An outstanding first degree and/or master’s degree which is accredited as Graduate Basis for Chartered membership (GBC);
• Research interests in a relevant aspect of Psychology;
• The potential to carry out research of a quality commensurate with a highly rated teaching and research department;
• Evidence of the ability to generate independent research ideas;
• Demonstrable ability to document projects to the highest standards;
• The potential to contribute to teaching at undergraduate level and to teach appropriate areas of Psychology at UG level;
• The ability to interact positively with students in ways that will enhance the student experience in the School;
• A good level of interpersonal and communication skills, including high quality presentational skills and written and spoken English, and the ability to work as a member of a team;
• Evidence of excellent time-management and multi-tasking skills appropriate for the balancing of the twin roles outlined in the job description;
• A commitment to your own training and development;
• The capacity to be flexible when appropriate;
• An enthusiastic approach to teaching and research;
• The ability to be well organised and use own initiative.

How to apply

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

As part of your application, you will need to submit a short research project proposal and identify a potential supervisor for this work.

Please see http://medhealth.leeds.ac.uk/info/1300/school_of_psychology/

Contact information

For informal enquiries about the post please contact:

Dr Jelena Halvelka (PhD enquiries)
Tel: +44 (0)113 343 6695
Email: j.havelka@leeds.ac.uk

Dr Amanda Harrison (Student Education enquiries)
Tel: +44 (0)113 343 6689
Email: a.a.harrison@leeds.ac.uk

Additional information

Occupational Health
If you have not already been Hepatitis B vaccinated this will be required for the role.

Working at Leeds
You can find out more about our generous benefits package and more about what it is like to work at the University and live 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.