

ACADEMIC PROFILE

TEACHING & SCHOLARSHIP LEVEL 1

ROLE PURPOSE

Provide support to academic staff in the provision of teaching and learning support to students

PRINCIPAL DUTIES

1 deliver teaching within clear framework

2 develop appropriate teaching materials

3 set and mark assignments

4 plan own work within the constraints of the course and team

5 provide feedback to students on their progress

ACTIVITIES	EXAMPLES OF ROLE REQUIREMENTS
1 Communication	Deal with routine communication using a standard media. Communicate information and ideas to students. Write handouts and other basic learning support materials. On occasions communicate complex information, orally, in writing and electronically.
2 Teamwork and motivation	Actively participate as a member of a teaching team. Attend and contribute to relevant meetings.
3 Liaison and networking	Liaise with colleagues and support staff to ensure information is passed to the appropriate people in a timely manner. Join appropriate internal networks.
4 Service delivery	Develop teaching materials and mode of delivery to meet the needs of the students
5 Decision making P and O	Contribute to decisions affecting the work of the team.

6 Planning and organising resources	<p>Manage, with guidance, own teaching activities.</p> <p>Plan own day-to-day activity within the framework of the agreed programme.</p> <p>Co-ordinate own work with that of others to avoid conflict or duplication of effort.</p> <p>Contribute to the planning of teaching programmes.</p>
7 Initiative and problem solving	<p>Deal with problems which may affect the delivery of own teaching.</p> <p>May need to develop judgement in applying appropriate approaches to teaching and learning support and scholarly activities.</p>
8 Analysis and research	<p>Maintain student records</p> <p>Carry out literature and database searches to develop teaching material and techniques</p>
9 Sensory and physical demands	<p>Sensory and physical demands may vary from relatively light to a high level depending on the discipline and the type of work carried out.</p>
10 Work environment	<p>Is required to be aware of the risks in the work environment.</p>
11 Pastoral care and welfare	<p>Show consideration to others.</p>
12 Team development	<p>Support new members of the team and share knowledge within the team</p>
13 Teaching and learning support	<p>Carry out teaching within a clear and established programme, with assistance and support.</p> <p>Develop own teaching materials, with assistance and support.</p> <p>Set and mark assignments.</p> <p>Contribute to the development of examination questions.</p> <p>Assess student progress and provide feedback.</p>
14 Knowledge and experience	<p>Reflect on practice and the development of own teaching and learning skills.</p> <p>Possess sufficient breadth or depth of specialist knowledge in the discipline and of teaching methods and techniques to work within own area.</p>