



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title: Graduate Teaching Assistant (Band 5)**      **Ref no.:**

**Department of International Development**      **Accountable to: Head of Department**

**Job Summary:** To contribute to teaching on Development Management (DV431) through class teaching, and marking projects, examination papers and dissertations.

**Duties/Responsibilities or HERA Competencies** *(Please note, you can either complete the Job Description using the HERA Competencies or not)*

**Teaching:**

- Contributing to the scholarship and intellectual life of the School by conducting teaching which will enhance the School's high reputation as a research-led teaching institution
- Supervising, teaching and examining masters level students through lectures, seminars, course work, workshops and tutorials
- Holding regular office hours (at least 2 per week during term times)
- Marking formative essays, and exam papers during the academic year; and marking projects and dissertations
- Participating in regular teaching meetings with academics and administrators involved in the course(s)
- Identifying learning needs of students and defining appropriate learning objectives.
- Under the direction of the Course Leader and following the course syllabus, preparing appropriate teaching materials, for example discussion questions, presentation topics, written summaries to consolidate the learning from lecturers.
- For courses with quantitative elements, working through pre-prepared simulated problem sets where the lecturer will have provided the questions and 'model' answers; providing brief summary points where appropriate to consolidate learning.
- With reference to the course outline and reading list, identifying appropriate further reading, case studies and other tools (for example software solutions) to facilitate learning.
- Reporting any academic problems students may have to Course Leader.
- For courses with quantitative elements, marking homework on a regular basis throughout the academic year, incorporating feedback on the level of detail and the 'next' steps that could have been taken.
- Assisting with examining duties.



**Administration:**

- Managing academic administration arising from teaching responsibilities – e.g. reading list, lecture and class preparation and marking, with guidance as required.
- Keeping up-to-date records of student attendance and marks in the agreed format on LSE for You.

**Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.