## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Post-Doctoral Teaching Associate (PDTA)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Psychology</td>
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<tr>
<td>Job type</td>
<td>Fixed term</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 7</td>
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<tr>
<td>Accountable to:</td>
<td>Director of Teaching and Learning (Prof Hanna Zagefka)</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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### Purpose of the Post

This is a teaching role, and it requires skills in the area of clinical, social, forensic, or developmental psychology. The role holder is expected to engage with developments in the discipline to ensure that he/she remains up to date with best practice. There is no research requirement, although applicants with active research interests are encouraged to apply.

The key objectives and principal accountabilities are as follows:

1. To deliver high quality teaching, assessment, and teaching support on undergraduate and postgraduate programmes. This will in particular entail project supervision.
2. To play a significant role in departmental and College activities including departmental administrative duties as required

### Key Tasks

1. **Teaching, Learning and Scholarship**
   1.1. Teach undergraduate and postgraduate courses as agreed with the Head of Department
   1.2. Participate in departmental curriculum design activity and teaching quality enhancement activities
   1.3. Supervise students’ dissertations, research methods training and statistics, and empirical projects
   1.4. Provide pastoral care, advice, and support by undertaking the role of Personal Advisor
   1.5. Contribute to the summative assessment of student performance (e.g., coursework and exam paper marking)

2. **Administration**
   2.1. Attend departmental and College committees and undertake related administrative functions, including examining, as required
   2.2. Undertake other ad hoc assignments as required
3. **Third Stream Activities**

3.1 Undertake any third stream income activities as are consistent with other aspects of the role

### Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Fellow PDTA’s, Department Academic team, Department Administrative team.