

## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Associate
<b>Department / Unit:</b>	Psychology
<b>Grade:</b>	RHUL 6
<b>Accountable to:</b>	Director of Teaching and Learning
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
To provide teaching and administrative support, to supervise students, to provide weekly office hours and statistics, to deliver practical classes, tutorials, workshops and seminars, to assess students' written work. Also to contribute to course development and design and to provide the Director of Teaching and Learning with general administrative support.	
<b>Key Tasks</b>	
<p>The main responsibilities of the post are:</p> <ol style="list-style-type: none"> <li>1. To provide teaching and administrative support for undergraduate and postgraduate courses on the programmes in Psychology (including any new programmes and courses that might be introduced)</li> <li>2. To supervise students' study in practical, laboratory and other classes</li> <li>3. To deliver practical classes, tutorials, workshops and seminars in areas across the Psychology programmes</li> <li>4. To provide weekly office hours and statistics and research methods clinics</li> <li>5. To assess students' written work (including coursework and examinations) and to liaise with course coordinators concerning the development and application of marking schemes</li> <li>6. To contribute to course development and design, in collaboration with academic staff members</li> <li>7. To provide the Director of Teaching and Learning with general administrative support around teaching and learning activities</li> <li>8. To undertake additional duties consistent with the status and grading of the post as required by the Director of Teaching and Learning or Head of Department.</li> </ol>	
As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.	
<b>Other Duties</b>	

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.