



JOB DESCRIPTION

Job Title:	Post-Doctoral Teaching Associate (PDTA) – two posts available
Department / Unit:	Psychology
Job type	1 x Fixed term, 1 x Permanent
Grade:	RHUL 7
Accountable to:	Director of Teaching and Learning
Accountable for:	n/a
Purpose of the Post	
<p>This is a teaching role with no research requirement, although the role holder is expected to engage with developments in the discipline to ensure that they remain up to date with best practice.</p> <p>The key objectives and principal accountabilities are as follows:</p> <ol style="list-style-type: none"> 1. To deliver high quality teaching, assessment, supervision and teaching support on undergraduate and postgraduate programmes. 2. To play a significant role in departmental and College activities including departmental administrative duties as required 	
Key Tasks	
<ol style="list-style-type: none"> 1. Teaching, Learning and Scholarship <ol style="list-style-type: none"> 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 Tutor 1.5. Contribute to the summative assessment of student performance (e.g., coursework and exam paper marking) 	
<ol style="list-style-type: none"> 2. Administration <ol style="list-style-type: none"> 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 	
<ol style="list-style-type: none"> 3. Third Stream Activities <ol style="list-style-type: none"> 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:

Department academic and administrative teams

School academic and administrative teams