



JOB DESCRIPTION

Job Title:	Teaching Associate in Psychology Two posts available
Department / Unit:	Psychology
Job type	Term-Time, Permanent
Grade:	RHUL 6
Accountable to:	Director of Teaching and Learning
Key Tasks	
<p>The main responsibilities of the post are:</p> <ol style="list-style-type: none"> 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) 2. To supervise students' study in practical, laboratory and other classes 3. To deliver practical classes, tutorials, workshops and seminars in areas across the Psychology programmes 4. To provide twice weekly Drop In sessions and statistics and research methods clinics 5. To assess students' written work (including coursework and examinations) and to liaise with course coordinators concerning the development and application of marking schemes 6. To contribute to course development and design, in collaboration with academic staff members 7. To provide the Director of Teaching and Learning with general administrative support around teaching and learning activities 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. 	
Other Duties	
<p>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.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>	