



JOB DESCRIPTION

Job Title:	Graduate Teaching Associate (PhD studentship track)
Department / Unit:	Psychology
Job type	Fixed-Term, Part Time
Grade:	6
Accountable to:	Director of Teaching and Learning
Accountable for:	
Purpose of the Post	
This post supports the teaching on the Department's undergraduate and postgraduate taught programmes for an individual who is enrolled as a part-time Psychology PhD student.	
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 weekly office hours 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. 9. To demonstrate successful progression through the PhD requirements. 	
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

- undergraduate and postgraduate taught students;
- members of staff within the department and College.