



JOB DESCRIPTION

Job Title:	Teaching Associate (PhD student)
Department / Unit:	Psychology
Job type	Teaching Associate
Grade:	6
Accountable to:	Director of Teaching and Learning
Accountable for:	N/A
Purpose of the Post	
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)	
Key Tasks	
To supervise students' study in practical, laboratory and other classes	
To deliver and support practical classes, tutorials, workshops and seminars in areas across the Psychology programmes	
To assess students' written work (including coursework and examinations) and to liaise with course coordinators concerning the development and application of marking schemes	
To provide the Director of Teaching and Learning with general administrative support around teaching and learning activities	
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	
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: Other staff in the department	

Students

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Teaching associate

Department: Psychology

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Current PhD position in RHUL Psychology or accepted for 2022 start	X		Application Form
Subject knowledge covering a range of psychological topics within the BPS curriculum	X		Interview
Knowledge of a range of research methods and statistics used within psychology	X		Application form/Interview
Skills and Abilities			
Excellent written and verbal communication	X		Interview
Excellent presentation skills	X		Interview
Ability to balance research with other competing academic demands	X		Application form/Interview
Experience			
Experience working with students (undergraduate or MSc), such as teaching, mentoring, or other relevant activities		X	Application Form/ Interview
Other requirements			
Ability to start by September 2022	X		Application form