



JOB DESCRIPTION

Job Title:	Teaching Associate in Psychology
Department / Unit:	Psychology
Job type	Teaching Associate
Grade:	RHUL 6
Accountable to:	Deputy HoD Teaching & Education
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 Deputy HoD Education & Teaching 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 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 University. The post holder will be expected to undertake other duties as appropriate and as requested by their 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