



## JOB DESCRIPTION

<b>Job Title:</b>	Post-Doctoral Teaching Associate (PDTA)
<b>Department / Unit:</b>	Psychology
<b>Job type</b>	Temporary for 1 year (1.0FTE)
<b>Grade:</b>	RHUL 7
<b>Accountable to:</b>	Deputy HoD Education & Teaching
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<p>This is a teaching focused role with no formal research requirement. The role is mainly student facing and is ideally suited for people who have recently completed a PhD and who are interested in developing their educational skills.</p> <p>The key objectives and principal accountabilities are as follows:</p> <ol style="list-style-type: none"> <li>1. To deliver high quality teaching, assessment, supervision and teaching support on undergraduate and postgraduate programmes.</li> <li>2. To become involved in wider departmental activities that enhance our educational provision.</li> </ol>	
<b>Key Tasks</b>	
<ol style="list-style-type: none"> <li>1. <b>Teaching, Learning and Scholarship</b> <ol style="list-style-type: none"> <li>1.1. Teach undergraduate and postgraduate courses as agreed with the Head of Department &amp; Deputy HoD Education &amp; Teaching</li> <li>1.2. Supervise students' dissertations and empirical projects</li> <li>1.3. Provide pastoral care, advice, and support by undertaking the role of Personal Tutor</li> <li>1.4. Contribute to the summative assessment of student performance (e.g., coursework and exam paper marking)</li> </ol> </li> </ol>	
<ol style="list-style-type: none"> <li>2. <b>Administration</b> <ol style="list-style-type: none"> <li>2.1. Attend departmental and University committees</li> <li>2.2. Support in the delivery of wider departmental activities that enhance our educational provision as required</li> </ol> </li> </ol>	
<ol style="list-style-type: none"> <li>3. <b>Third Stream Activities</b> <ol style="list-style-type: none"> <li>3.1 Undertake any third stream income activities as are consistent with other aspects of the role</li> </ol> </li> </ol>	
<b>Other Duties</b>	

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the department. 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:

Head of Department, Deputy Head Education & Teaching, Department Academic team, School Administrative team.