

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
FACULTY OF BIOLOGY, MEDICINE & HEALTH
SCHOOL OF HEALTH SCIENCES
DIVISION OF PHARMACY AND OPTOMETRY
TEACHING ASSISTANT (LAB/WORKSHOP SETTING)
VACANCY REF: BMH-026592

Salary: Grade 5: £30,487-£34,980 per annum depending on relevant experience

Hours: 35 hours per week (1 FTE)

Duration: Fixed Term For 12 Months

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Christos Tapeinos / Victoria Silkstone

Email: christos.tapeinos@manchester.ac.uk / victoria.silkstone@manchester.ac.uk

Key Duties

Planning and Organising:

- Preparing sufficiently to carry out the stated aims and objectives of the sessions with which they are assisting or leading
- Liaising with academic staff on matters relating to preparation, teaching, administration and assessment
- Assisting in ensuring the smooth running of equipment necessary to achieve the aims of the session (e.g. computers, software packages or other scientific equipment)

Practical Classes, Laboratory and Workshop Sessions:

- Assisting in the delivery of quality education to undergraduate students in laboratories and/or professional skills (including EBL) workshops to teach the practical aspects of the course unit(s) associated with the MPharm and Foundation programmes
- Preparing for and delivering undergraduate workshops and practical sessions
- Run workshops and practical classes for the University's undergraduate courses
- Demonstrate practical techniques/equipment

- Assisting students' modelling exercises in computer-based practical classes
- Supporting individual and group work in laboratory classes
- Check the bench space is cleared and waste is disposed of appropriately after practicals
- Check completion of students work and sign their laboratory manual where appropriate
- Assisting the undergraduates to perform the required tasks within the session
- Assisting in the provision of suitable additional teaching materials as relevant to the stated aims of the particular session
- Aiming to maintain a conducive atmosphere and environment for the achievement of the aims of the session

Marking and Assessment:

- Marking essays or other forms of assessment as relevant to the tutorials/seminars
- Conduct formative assessment where appropriate (e.g. via laboratory manual questions)
- Mark written summative assessment with the aid of marking guidelines (when requested)
- Marking of student work and providing feedback using online assessment tools
- Marking and providing constructive feedback on written coursework

Administration:

- Administrative duties (such as contributing to the administration of the student participation and experimental credits scheme, progress monitoring, etc.), as agreed in liaison with the Programme Director
- Assisting in the keeping of records of student attendance
- Helping to compile brief reports on the attendance and work of each student at the end of each semester

Other:

- Participate in and/or plan and design public engagement activities
- Act as an ambassador for the University/Faculty at open days
- Observe health and safety guidelines
- Undertaking such additional teaching duties that are reasonable in the time available, consistent with the appointee's experience and skills
- Refer pastoral care matters to the designated member(s) of academic staff in the department

PERSON SPECIFICATION

Qualifications, Experience and Expertise:

- A good undergraduate degree in pharmacy or related subject such as biomedical science, chemistry or materials science, or a relevant professional qualification (e.g, registered pharmacy technician with experience of teaching/training healthcare students)
- A higher degree qualification would be desirable (eg MSc, PhD) and/or a relevant professional qualification

Key Skills and Personal Qualities:

- Excellent presentation, communication and analytical skills.
- An understanding of issues affecting undergraduates.
- An ability to work independently and as part of a multi-disciplinary team
- Ability and willingness to teach across a range of undergraduate level course units in the subject area
- An interest in teaching and student support (academic and pastoral)
- An interest in pedagogy of learning, assessment and feedback
- The ability to communicate effectively, both verbally and in writing, with students and colleagues with strong English language proficiency
- Good interpersonal skills and the ability to enthuse and motivate students
- Excellent organisational and time-management skills, and the ability to work flexibly to tight deadlines
- Computer literate with knowledge of relevant computer packages.
- A willingness and ability to acquire knowledge and understanding of University teaching quality standards including examination standards and procedures.