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# JOB DESCRIPTION

**POST:** Academic Associate

**REF:** TBC

**DEPARTMENT:**

**GRADE:** 6

**SUPERVISORY RESPONSIBILITY:** None

# JOB PURPOSE:

This role provides the opportunity to study for a PhD over a four-year period while gaining experience as a part time teaching assistant. The postholder will be accepted onto and registered for a PhD programme at York St John University from the beginning of their appointment. In addition to the standard programme of work of a full-time PhD student the postholder will be required to contribute an average of 6 hours per week of face-to-face teaching (during the course of the semesters), spread over 1-2 days.

The Academic Associate will:

• Successfully complete a PhD thesis within the duration of the contract.

• Undertake training in teaching as deemed necessary by the School

• Teach and provide tutorial assistance – normally providing seminars, workshops, and other small group teaching, and preparation, assessment, and marking of such teaching.

# DUTIES AND RESPONSIBILITIES:

1. To complete a doctoral research programme of study as required for a full-time PhD student, including all associated training and assessment.
2. To work under the direction of the module directors and deliver teaching as part of a high quality student experience.
3. Under the direction of the module directors, to undertake teaching related activities such as;

* preparation of teaching materials;
* assisting students during class exercises.
* liaising with academic staff and technicians in providing appropriate technical support for these courses.
* marking student work

1. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration and team working.
2. To provide administrative support as directed by academic staff.
3. Complete the required training in teaching prior as required by the University

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** Academic Associate

**SCHOOL / DEPARTMENT:**

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| A good, relevant first degree, and/or masters degree (minimum of 2.i or equivalent for entry onto a PhD programme) | Essential | Application |

## Knowledge & Experience

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Possess sufficient breadth and depth of specialist knowledge in the discipline to work within established teaching and research programmes | Essential | Application / Interview |
| Ability to produce a draft PhD research project outline. | Essential | Application / Interview |
| Successful teaching experience | Desirable | Application / Interview |
| Knowledge of relevant research methods | Desirable | Application / Interview |

## Skills & Attributes

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application / Interview |
| Ability to use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support. | Essential | Application / Interview |
| Ability to contribute to administrative functions and a range of administrative systems and procedures of the University/Faculty at all appropriate levels. | Desirable | Application / Interview |
| Excellent communication skills | Essential | Application / Interview |
| Ability to contribute (independently and in co-operation with others) to the School’s research portfolio to support the intellectual capacity building in the School | Essential | Application / Interview |
| Ability to challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking. | Essential | Application / Interview |
| Ability to develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and research activities. | Essential | Application / Interview |
| Understanding of equal opportunity, academic content and issues relating to student need. | Essential | Application / Interview |
| Understanding of disability issues relating to teaching including reasonable adjustments to facilitate the learning of individual students. | Desirable | Application / Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured** | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features