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| **Job Title:** | Graduate Teaching Assistant (Global Masters Programme) |
| **Department/Division/Faculty:** | School of Public Health, Faculty of Medicine |
| **Campus location:** | St Mary’s Campus |
| **Job Family/Level:** | Learning and Teaching, Level 3a |
| **Salary Range:** | £30,770 - £34,960 per annum |
| **Responsible to:** | Senior Teaching Fellow (Online)/Teaching Fellows (Online) |
| **Key Working Relationships (internal):** | GMPH Course Directors, Teaching Fellows (Online), School Director of Education, School Director of Postgraduate Studies, GMPH Specialisation Leads, GMPH Project Manager, Education Manager, School Manager, Instructional Designers, Learning Technologists, other relevant academic and administrative staff, and Digital Learning Hub colleagues. |
| **Key Working Relationships (external):** | Coursera (where needed) |
| **Contract type:** | Full-time or part-time, for a temporary fixed-term basis of 6 months |

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| **Digital Education in the School of Public Health**  The School of Public Health is undertaking an exciting augmentation of its postgraduate taught provision, which will instil new and innovative teaching, learning and assessment practices, by digitally enhancing its curricula. The flagship project for this endeavour is the development of a fully online degree; the Global Master of Public Health.  **Purpose of the Post**  The School is seeking to appoint an Graduate Teaching Assistant in Public Health, to support academic in the development of high quality and engaging teaching and learning material and appropriate pedagogical techniques.  You will work with the academics who will lead different modules and require support in developing digital teaching materials, interactive sessions, assessments; ensuring continuity across the modules and the highest quality student experience.  This role provides an excellent opportunity for you to develop a career in public health, to broaden experience, and develop practical skills as an educator in the field - but with unique focus on the provision of digital education and innovation in teaching methods. |
| **Key Responsibilities**  **Teaching and Learning Support**   * To support the Teaching Fellows (Online), Academic Specialisation Leads and Digital Learning Hub team:   + In the scoping and development of curricula, teaching and assessment methods   + To support the transition of current ‘on-campus’ courses to a digital and blended learning environment.   + To draft scripts for videos and recordings, ensuring clarity and consistency of quality throughout.   + Ensure that production timelines are met, including recording, of teaching materials and preparation of course guides, in liaison with the project management team.   + Support in developing and maintaining the virtual learning environment.   + Evaluate courses and teaching activities.   + Provide reports on teaching, learning and assessment activities as required.   + Attend and contribute to meetings and seminars held in the School of Public Health and Digital Learning Hub.   + Undertake other duties as agreed with the Course Director and Senior Teaching Fellow. |
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| **Person Specification** |

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| **Requirements**  Candidates/post holders will be expected to demonstrate the following: | **Essential (E)/**  **Desirable (D)** |
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| * **Education** |  |
| * A degree or equivalent experience within | E |
| **Experience** |  |
| * Experience of working within an HE or research environment | E |
| **Knowledge** |  |
| * A specialist knowledge in Public or Global Health and of teaching methods and techniques within the field. | E |
| * Proven interest in epidemiology and public health education. | E |
| * Awareness of a range of pedagogical practices. | E |
| * A demonstrable interest in current trends in digital learning. | E |
| **Skills & Abilities** |  |
| * Individuals are encouraged to work towards teaching qualifications if they choose as part of their career development | E |
| * Strong written skills, including the ability to write for the web and to draft and edit scripted material. | E |
| * Collaborative working skills, including working as part of a multi-site team. | E |
| * Ability to work independently with minimal supervision. | E |
| * Ability to communicate effectively with students, academics and administrative staff. | E |
| * Attention to detail and problem-solving skills. | E |
| * Ability to work flexibly and to juggle competing and changing priorities. | E |

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| Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.  Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](http://www.imperial.ac.uk/human-resources/working-at-imperial/imperial-expectations/) detailed below:  1)            Champion a positive approach to change and opportunity  2)            Communicate regularly and effectively within and across teams  3)            Consider the thoughts and expectations of others  4)            Deliver positive outcomes  5)            Encourage inclusive participation and eliminate discrimination  6)            Support and develop staff to optimise talent  7)            Work in a planned and managed way  Employees are also required to comply with all College policies and regulations paying special attention to:   |  |  |  | | --- | --- | --- | | * Confidentiality * Conflict of Interest * Data Protection * Equal Opportunities | * Financial Regulations * Health and Safety * Information Technology * Smoking | * Private Engagements and Register of Interests |   They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](http://www3.imperial.ac.uk/safety/policies/organisationandarrangements) page.  *The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA),* *which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see*[*https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/*](https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/)  *The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College’s care are treated with full respect, and that all staff involved with this work show due consideration at every level.*  [*http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research*](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research)*/*  *Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.* |