Queen Mary
University of London



Job pack

Message from the President and Principal



Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

qmul.ac.uk

Athena Swan Silver Award

Diversity & Equality Queen Mary

Queen Mary University of London

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes
- Staff Networks
- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices

Job details	
Job title	Teaching Associate
School/Dept/Institute Centre/Faculty	SEMS
Reports to	Senior TA & Deputy Director of Education
Grade and salary	Grade 4 (£40,815- £47,550 per annum)
Hours per week	**Full-time**
Appointment period	7 months fixed term
Current location	Mile End
Work activity type	Professional Services: Operational

Job description

Job context

This post is within the School of Engineering and Materials Science, a large School with over 100 academics. There are over 1600 undergraduate and taught postgraduate students and over 200 PhD students within our London operation, supported by an administrative and technical staff of around 50.

We are looking for dedicated Teaching Associate's to join the team for a year to support the delivery of our undergraduate and taught postgraduate programmes. In addition to supporting both UG and PGT students in undertaking research project work through project supervision.

Job purpose

To contribute to the delivery of high-quality teaching by supplementing to an existing module through running seminars, workshops or other types of classes for students and assessing their work.

Main duties and responsibilities

1. Prepare and run classes/seminars/tutorials or sessions of a practical, interactive nature as a follow-up from lectures, with clear guidelines on delivery from the School.

2. Transfer knowledge to students in the form of practical skills, methods and techniques. This may include encouraging students to engage in critical discourse and rational thinking.

3. Carry out student assessment including continuous in-module assessment, exam assessment & collation of marks, and assessment of lab-based/practical work where applicable.

4. Provide constructive feedback to students, providing advice on study skills and assistance with learning problems.

5. Attend School meetings as required.

6. Attend, as appropriate, courses and seminars offered by the QMUL in connection with professional development in teaching and research, including relevant induction courses.

7. Reflect on practice and development of own teaching and learning skills in order to improve performance and utilise feedback from module evaluation questionnaires.

8. Comply with relevant QMUL policies and regulations regarding financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property, data protection or any other rules, regulations or codes binding on the member of staff.

9. Participate in appraisal and career development activities related to the role, as appropriate. A commitment to continuing professional development is required.

10. Complete administrative tasks such as attendance lists, administering module evaluation questionnaires, monitoring student attendance in classes, and using the VLE as agreed.

11. Manage own teaching, scholarly and administrative actions (including the delivery of seminars/workshops) as specified by the module organiser.

12. Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities within boundaries provided by the module organiser.

13. Assess students according to the guidelines provided and provide this as an input into decision making on academic content and the assessment of students work.

14. Work in a laboratory to carry out research and teaching dutie. This may involve exposure to hazardous biological or chemical agents within health and safety regulations.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

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Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.
Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
Undergraduate degree and/or relevant professional qualification and/or equivalent professional experience	☒	☐
Qualified, or working towards postgraduate degree and/or relevant professional qualification and/or equivalent professional experience	☒	☐
Experience/Knowledge		
Knowledge of subject at undergraduate level	☒	☐
Knowledge of subject to post-graduate level	☐	☒
Skills/Abilities		
Ability to work independently and to show initiative	☒	☐
Ability to prioritise and balance competing demands	☒	☐
Responsive to feedback	☒	☐
Ability to present specialist material in a logical, coherent and interesting manner, both to students and to fellow specialists	☒	☐
Good written and oral communication skills	☒	☐
Good presentation skills	☒	☐
Good basic IT skills	☒	☐
Understanding of equal opportunities issues as they may impact on academic content and student need	☒	☐
Awareness of the risks in the work environment and the potential impact on colleagues and students, necessitating in some circumstances, the need to conduct risk assessments.	☒	☐
Flexible and co-operative approach to colleagues	☒	☐
A demonstrable ability to cope under pressure of teaching and administrative demands and deadlines.	☒	☐
Other		
*The ability to meet UK 'right to work' requirements.	☒	☐



* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment. Candidates shortlisted for interview will be ask to bring their passport or another acceptable form of evidence to verify their right to work.

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: https://www.gov.uk/global-talent

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate






EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional Athena SWAN award for advancing gender equality and champion a number of EDI initiatives across the University. We also offer a number of development programmes including Springboard, Aurora and B-MEntor. We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible Working

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

Details about the school/Department/Institute can be found at:

www.sems.qmul.ac.uk

Informal enquiries should be made to:

Name: Tomas Lukas

Email: tomas.lukas@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place

