JOB SPECIFICATION

Title: Teaching Assistant in Technology & Human Values

Location: Bloomsbury, London

Contract Type: Fixed-term (3-4 months); sessional

Remuneration: £6,000 (based on max. 40 teaching hours & max. 80 other hours)

Start date: December 2018 or January 2019 (we are flexible)

JOB DESCRIPTION

Job title	**Teaching Assistant**
Job family	Teaching
Job purpose	

To undertake teaching at undergraduate level with administrative duties commensurate with the role, under the guidance and with the support of the course leader.

The teaching is for the course 'Technology and Human Values', which addresses the ethics, politics, philosophy, and sociology of technology. This course is part of a wider 'Data, Ethics, & Culture' programme, and is also an option open to undergraduate students across Economics, English, History, Law, Politics, and Philosophy. The content of the course is being developed and the teaching co-delivered with colleagues at Northeastern University who are pioneers in this area.

The ideal candidate will have a background in philosophy of technology, HCI, and/or STS, and the willingness and ability to collaborate with academics across disciplines and to make complex ideas relevant, engaging, and accessible to students.

The job might suit an excellent final-year doctoral student or a more experienced academic interested in extending their range as part of a small, committed, and interdisciplinary, team.

Main duties and responsibilities

The duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities, and the balance between the elements in the

role, may vary over time depending on the expertise and inclination of the Teaching Assistant or changing needs in the Faculty or College.

The Teaching Assistant will be expected to attend and participate in all scheduled teaching sessions, so as to provide continuity for the students across this interdisciplinary course. The weekly teaching contact time will typically be no more than 3 hours a week within the specified term (typically with an additional 3 hours of non-teaching contact time). The exact arrangements are flexible depending on the candidate's preferences or constraints.

Teaching
Design, plan and implement effective and inclusive teaching arrangements and learning activities based on an existing syllabus
Teach across a range of topics (exact topics to be decided in light of your interests and expertise, in consultation with the course leader), using appropriate teaching, learning support and assessment methods
Assess the work and progress of students and provide them with constructive feedback
Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback
Develop ideas for improving the learning environment, teaching and/or assessment and feedback methods, working in collaboration with academic colleagues who are also contributing to the course
Engage in professional development in relation to teaching, learning and assessment, including the use of an evidence-informed approach, which utilises the outcomes of research and scholarship to enhance practice
Management and administration
Administer the delivery of the course(s), under the guidance and with the support of the course leader, liaising with other academic colleagues as appropriate
Assist with the preparation of course guides, reading lists and virtual learning environment (VLE) content
Monitor student progress, achievements and attendance; participate in the development, administration and marking of assessments
Participate in faculty meetings and staff training opportunities

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		
• PhD or near-complete PhD in a relevant discipline (e.g. the role might suit an excellent final year doctoral student) • Higher education teaching qualification or professional recognition e.g. PGCert, FHEA	X	X
Experience/Knowledge		
• Demonstrable depth and breadth of understanding in relevant research field(s) • Proven commitment to excellent teaching at UG level or in a comparable environment • An emerging track record in research in relevant subject commensurate with stage of career	X X	 X
Skills		
• Excellent written and oral communication skills including presentation skills • Excellent interpersonal skills, communication style and team working • Excellent organizational and administrative skills • Ability and willingness to form positive working relationships within the College and with other partners	X X X X	
Attributes		
• Commitment to excellence in research and teaching and to providing the highest quality experience for students • Flexibility and initiative to achieve these goals • Commitment to working within professional and ethical codes of conduct	X X X	