

Job Title: Senior Graduate Teaching Assistant in International Foundation Programme
Campus: Mauritius
Contract Terms: One-year contract
Line Manager: Area Head Science and Education
Employer: Middlesex University Mauritius Branch Campus (Middlesex International Mauritius Ltd)

Role Summary:

The role will typically be held by a recent graduate with a postgraduate or professional qualification in any area. The role will provide support to other academic staff in some/all of the aspects of the International Foundation Programme in a variety of environments. This could include support for student learning, teaching and assessment, research and/or knowledge transfer activities as well as academic administration duties.

Overall Purpose

- To facilitate student learning and teaching and learning activities in a variety of learning environments (physical and/virtual).
- To provide appropriate advice and/or support to students to promote effective learning.

Main responsibilities

Learning and teaching

- Assist academic staff with the development of written and on-line learning resources through gathering and collating information, updating course materials in hard copy or online, photocopying and disseminating materials.
- Provide guidance based on published assessment criteria, on the preparation of assignments. Advise students, face to face and online, about study skills, statistical analysis, academic writing, referencing and presentation.
- Supervise class activities including practical work
- Assist with skill improvement, marking and provide feedback to students

Administration and management

- Assist with related administration tasks such as the collation of assessment and other data for review by the academic team.
- Assist in monitoring student attendance.
- Assist with field trips, invigilation and open days as required.
- Take responsibility for a defined area of administration
- Prepare reports as required
- Committee Officer duties (drafting minutes and agendas)

Research, Professional Practice and Scholarly Activity

- Support research and/knowledge transfer activity under the supervision of academic staff. This may include:-
- Contributing to review of the literature or discipline-based practices
- Assisting with data collection using a variety of methods

- Contribute to the identification of new areas for research and/or knowledge transfer
- Assist with data analysis and the preparation of draft reports
- Engage in relevant professional practice to support personal development
- Assist with research to support personal and professional development.

Other Duties:

- The above duties above are not exclusive or exhaustive and working as part of the Campus Team, the post holder will be expected to provide cover and assistance when necessary and participate within the team as requested.
- Other tasks that may be required by the Campus Director, with particular reference to major events such as induction, enrolment, examination invigilation and graduation ceremonies, when all staff are expected to participate.

PERSON SPECIFICATION

Post Title: Senior Graduate Teaching Assistant

Knowledge, Skills and Experience

Essential Requirements

- Academic qualifications and experience in any area (normally a first or upper second).
- Experience of supporting student learning in an educational or professional capacity
- Proven ability to deal sympathetically and supportively to students with an awareness of cultural issues
- Engagement with current practice base or knowledge base required for the foundation programme
- Proven ability to work through heavy workloads, to take independent action and decisions and to take delegated tasks through to completion
- Ability to communicate effectively at all levels, orally and in writing
- Ability to work as part of a team
- Excellent written and spoken English

Desirable Requirements

- Experience of UK higher education assessment practices including giving effective feedback
- Postgraduate qualification in any area.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Hours: The duties and responsibilities of a Senior Graduate Academic Assistant are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfil your duties and responsibilities.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.