

## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Demonstrator	<b>Grade:</b>	SG6
<b>Department:</b>	Faculty of Engineering & Science	<b>Date of Job Evaluation:</b>	May 2017
<b>Role reports to:</b>	Higher Scientific Officer		
<b>Direct Reports</b>	N/A		
<b>Indirect Reports:</b>	PGRTA students		
<b>Other Key contacts:</b>	Technical supervisors, teaching academics		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

### **PURPOSE OF ROLE:**

This is a hands-on role which will involve providing teaching support to the delivery of undergraduate laboratory work within the Faculty of Engineering and Science, as part of a dedicated technical support team. The post holder will provide practical learning opportunities for students. This role will include demonstrating a range of complex practical skills to groups of students from diverse disciplines, and supervising students as they practice skills at levels 4, 5 and 6.

The post-holder will provide a safe educational environment, maintaining the relevant work areas used for practical teaching and learning, in compliance with safe working practices and providing assistance to students and other users of these areas.

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

- To demonstrate relevant practical skills to students and supervise students studying at undergraduate level.
- Plan organize and deliver to high standard all student inductions as required by the courses.
- Assisting in the development of new practical exercises as required.
- To comply fully with quality systems, maintaining standards and ensuring continued improvement.
- To ensure that the teaching laboratories and associated areas are kept in a tidy and orderly state, in line with current industry standards and ensure that safe systems of working are maintained in line with COSHH and Health & Safety regulations.
- To ensure that student behaviour is appropriate for the activity in which they are engaged and where this is not, take the appropriate steps to report to the course tutor.
- Ensuring high standards of hygiene and cleanliness in all teaching areas and associated storage and service areas.

- To assist teaching staff and the technical staff to ensure the teaching laboratories are a flexible and effective resource for teaching practical activities and marketing activities.
- Be involved with students; induction sessions on safe working practices and in liaison with teaching and technical staff assist in the set-up of practicals and demonstrations.
- To be able to deliver Faculty open events which may occur during evenings and at weekends. To engage in Outreach activities both on-campus and at recruitment fairs and exhibitions.

**Generic:**

- In the context of an annual appraisal, undertake agreed personal development objectives and training needs, ensuring to remain current with relevant legislation and appropriate technological developments.
- Contribute to cross-functional team working with other FES Department staff
- Liaise with external organisations as appropriate

**Managing Self:**

- Prioritise, manage time and make independent decisions concerning the teaching of student practicals.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality and Diversity and Information Security ensure compliance with Health & Safety regulations
- To actively commit to safeguarding and promoting the welfare of all learners
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

**Additional Requirements:**

The role holder is expected to develop and maintain good internal relationships with academic and administration staff, students and the other technical support staff.

**KEY PERFORMANCE INDICATORS:**

- Production and delivery of work and projects to agreed timescales.
- Contribution to team culture, communications and effectiveness
- Effective liaison with other FES staff
- Compliance with corporate standards

**KEY RELATIONSHIPS (Internal & External):**

- FES colleagues
- Staff at all levels in other University departments
- University networks and employer bodies
- Professional bodies
- External organisations

<b>PERSON SPECIFICATION: SCIENCE</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Extensive experience chemical science laboratory work</li> <li>• Understanding and experience of the applied application of knowledge in the chemistry and pharmaceutical fields</li> <li>• Experience of demonstrating various complex analytical instrumentation</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>• Extensive experience in running science laboratory practicals</li> <li>• In-depth knowledge of appropriate technical equipment</li> <li>• Awareness of laboratory health &amp; safety issues and up to date knowledge of all legislation relating to the processes covered by the courses and the general requirements of the HSAWA 1974.</li> <li>• High level of interpersonal skills with the ability to communicate and liaise effectively, verbally and in writing</li> <li>• Willingness to work flexibly as the work load demands</li> <li>• Ability to work without direct supervision and to accept responsibility for providing a high level of teaching support.</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Educated to degree level in chemistry</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• None</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>• None</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Qualification in health and safety, e.g. IOSH Managing Safely.</li> <li>• Teaching qualification e.g. PTLLS or PGCert in Higher Education</li> </ul>

**Personal attributes**

- We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

**Personal attributes**

- N/A