

## JOB DESCRIPTION

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|--|--|--------------------------------|------------|
| <b>Job Title:</b>  | Graduate Teaching Support Assistant (PE and Sport Science)   | <b>Grade:</b>                  | SG 4       |
| <b>Department:</b>   | Faculty of Education, Health and Human Sciences, School of Human Sciences (PE and Sport Science portfolio) | <b>Date of Job Evaluation:</b> | April 2022 |
| <b>Role reports to:</b>  | Senior Lecturer in PE & Sport  |                                |            |
| <b>Direct Reports</b>  | N/A  |                                |            |
| <b>Indirect Reports:</b>   | N/A  |                                |            |
| <b>Other Key contacts:</b>   |  |                                |            |
| <p>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.</p> |  |                                |            |

### **PURPOSE OF ROLE:**

To support and assist lecturers in the delivery of Physical Education and sport lectures, including preparation and delivery of practical PE and sport lectures, assisting in the delivery of some theoretical elements, and assistance with the assessment of some elements. Assistance in the organisation of external trips and in the facilitation of on-site workshops/seminars alongside teaching staff.

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

- Excellent interpersonal skills. An ability to work with a variety of different people

#### **Generic:**

- Excellent oral and written communication skills
- Excellent organisational skills

#### **Managing Self:**

- Excellent time keeping skills and punctuality
- The ability to work to deadlines

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- 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:**

Undertake any other duties as requested by the line manager and other managers [e.g., Head of Department, Head of School, FOO etc.] or their line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Faculty of Education Health and Human Sciences delivers the required level of service.

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

- Course/programme leader
- Line Manager
- Head of School

**PERSON SPECIFICATION**

| <b>Essential</b>   | <b>Desirable</b>   |
|--|--|
| <b>Experience</b> <ul style="list-style-type: none"> <li>• Completion of research project (can be desk based)</li> </ul> | <b>Experience</b> <ul style="list-style-type: none"> <li>• Teaching a variety of students at different levels</li> <li>• Communication of complex information to adults</li> </ul> |

**Skills**

- Excellent IT skills
- Sport and/or Physical Education related work experience
- Excellent interpersonal and communication (oral and written) skills
- Excellent presentation skills
- Strong time management skills, time keeping/punctuality
- Excellent organisational skills with an ability to work to deadlines.

**Qualifications**

- A first degree, ideally in a relevant discipline
- A 2021 or 2022 graduate of the University of Greenwich.

**Personal attributes**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful
- Must be pro-active

**Skills**

- Understanding of quantitative and qualitative research

**Qualifications**

- Holds or working towards a teaching qualification

**Personal attributes**

- Willingness to develop new skills and work as part of team