

DEMONSTRATOR

Introductory paragraph regarding Department

Duties and Responsibilities

Demonstrators are responsible for assisting in the delivery of quality education to undergraduate and postgraduate students in Teaching Laboratories on an hourly paid basis. Laboratories are used to teach the practical aspects of the course unit(s) associated with the laboratory programme. Specific duties will include:

Preparation

- Preparing sufficiently to carry out the stated aims and objectives of the laboratory programme with which they are assisting.

Teaching

- Assisting the undergraduates and postgraduates to perform the required tasks within the laboratory.
- Assisting in ensuring the smooth running of equipment necessary to achieve the aims of the laboratory (e.g. computers, software packages or other scientific equipment).
- Assisting in the provision of suitable additional teaching materials as relevant to the stated aims of the particular laboratory programme.
- Aiming to maintain a conducive atmosphere and environment for the achievement of the aims of the laboratory programme.

Administration

- Assisting in the keeping of records of student attendance.

Assessment

- Helping to mark essays, reports or other forms of assessment as relevant to the laboratory programme.
- Helping to provide feedback to students as appropriate.

Cover

- In the event of absence due to illness the postholder should attempt to arrange a swap with a colleague such that the contractual hours of work can still be fulfilled and, in these circumstances, the absence would not be treated as a period of sickness absence.

The time spent completing these duties should not exceed contracted hours. Demonstrators are responsible to the Laboratory Supervisor or Tutor for the laboratory in which they are assisting. This may include liaising with academic staff on matters relating to preparation, teaching, administration and assessment.

Pastoral care matters should be referred to the designated member(s) of academic staff in the department.

Staff employed as TAs or GTA who are also registered students in the University should not work more than the agreed maximum number of hours per semester.

Adherence to the University's policies and procedures relating to Equal Opportunities, Health and Safety and all other relevant policies that apply to the post

Demonstrator

Person Specification

Education

1. A first degree in a relevant subject.
2. Either:
 - registered as a postgraduate student at the University of Manchester;
 - in possession of a postgraduate degree in a relevant subject area;
 - in possession of a relevant professional qualification.

Skills/Personal Qualities

- Good presentation, communication and analytical skills.
- Mandatory minimum level of English language proficiency to enable effective communication - (IELT level to be advised by the Group)
- An understanding and interest of the subject areas being taught
- An understanding of issues affecting undergraduates and postgraduates
- A willingness and ability to acquire knowledge and understanding of University teaching quality standards including examination standards and procedures.
- Where the post is linked to a bursary, a demonstrable potential to undertake research.
- An ability to work without supervision.
- Practical skills and experience required to successfully complete the tasks demonstrated.