Teaching Support Assistant, Employability Team, School of Mathematical and Physical Sciences

Overview

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| In this role you will provide teaching support by contributing to the training, feedback and assessment for first or second year undergraduate students on Mathematical and Statistical degree programmes. In particular, you will support the Personal Development and Employability Skills (PD&ES) component of the core modules at Levels One and Two.  Working with between 10 and 20 other Teaching Support Assistants, you will aid the School’s Employability Team who co-designed and co-created the PD&ES training, with the support of a team of undergraduate interns. You will be offered full training and your work will be completed under direct supervision. Your goal will be to enhance the quality of the student learning experience by offering high quality teaching support and feedback. |

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| **KEY INFORMATION** | **Description** |
| **Faculty/department** | Faculty of Science, School of Mathematical and Physical Sciences |
| **Website** | Current webpage for [School of Mathematical and Physical Sciences](https://www.sheffield.ac.uk/maths) |
| **Salary information** | £17.34 per hour, plus [holiday pay](https://staff.sheffield.ac.uk/hr/policies/casual-workers/leave) |
| **Grade** | 6.1 |
| **Contract type** | Part-time - Fixed-term - a mix of hybrid and in-person |

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# **Main duties and responsibilities**

* Deliver predetermined activities to support teaching staff, including contributing to the feedback and assessment of student coursework.
* Assist in the organisation and running of training, feedback and assessment activities for modules, in liaison with more senior colleagues.
* Provide written and/or verbal feedback on undergraduate coursework submissions. This will include the following.
  + Reading a collection of briefing documents about the tasks set and attending related training.
  + Reading student submissions, offering constructive written feedback and grading the work on a clearly defined scale.
* Liaise directly with students, if asked to do so by academic staff.
* Plan and prioritise your own workload daily.
* Any other duties, commensurate with the grade of the post*.*

# **Further information**

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| **Line manager** | Professor Caitlin Buck |
| **Direct reports** | None |

For informal enquiries about this job contact

Prof Caitlin E Buck, Mathematics and Statistics Employability Team, on **c.e.buck@sheffield.ac.uk** or on **0114 222 3715**

# **Person specification**

Our diverse community of staff and students recognises the unique abilities, backgrounds, and beliefs of all. We foster a culture where everyone feels they belong and are respected. Even if your past experience doesn't match perfectly with this role's criteria, your contribution is valuable, and we encourage you to apply.

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| **Criteria** | **Essential/ Desirable** | **Assessment Stage** |
| Expecting to be in year 3, or above, of a highly numerate undergraduate degree programme in 2025-26 (or have equivalent experience). | Essential | Application paperwork |
| Effective interpersonal skills, both written and verbal, to support and liaise with staff and students. | Essential | Application paperwork and interview |
| Ability (with appropriate training and support) to review coursework submissions and offer constructive feedback. | Essential | Application paperwork, pre-interview task and interview |
| Ability and willingness to engage in relevant departmental training. | Essential | Application paperwork |
| Experience of adapting your own skills to new circumstances. | Essential | Application paperwork, pre-interview task and interview |
| Ability to work as part of a team. | Essential | Application paperwork and interview |
| A good understanding of career pathways popular with maths and stats graduates. | Desirable | Application paperwork and interview |
| Knowledge and experience of using MySkills. | Desirable | Application paperwork and interview |

**Next steps in the recruitment process**

It is anticipated that the selection process will take place during summer 2025. This will consist of submission of a CV and cover letter, short-listing based on the documents submitted, a pre-interview task and an interview.

Initial application is via

* a CV, carefully tailored to the role described in the job description, and
* a cover letter highlighting key aspects of the applicant​'s experience that they feel is relevant and outlining their motivation for supporting other students with their Personal Development and Employability Skills training.

Email both documents to Prof Caitlin Buck ([c.e.buck@sheffield.ac.uk](mailto:c.e.buck@sheffield.ac.uk)) by the deadline indicated.

We plan to let candidates know if they have progressed through each of the application stages within 10 days of the deadline for the activity in question. Contact [c.e.buck@sheffield.ac.uk](mailto:c.e.buck@sheffield.ac.uk) if you require reasonable adjustments at any point during the selection process.

**Our vision and strategic plan**

We are the University of Sheffield. This is our vision: [sheffield.ac.uk/vision.](http://sheffield.ac.uk/vision)

**What we offer**

* A minimum of 38 days annual leave including bank holiday and closure days (pro rata) with the ability to purchase more.
* Flexible working opportunities, including hybrid working for some roles.
* Generous pension scheme.
* A wide range of discounts and rewards on shopping, eating out and travel.
* A variety of staff networks, providing opportunities for social interaction, peer support and personal development (for example, Race Equality, LGBT+, Women’s and Parent’s networks).
* Recognition Awards to reward staff who go above and beyond in their role.
* A commitment to your development access to learning and mentoring schemes; integrated with our Academic Career Pathways and Professional Services Shared Skills Framework.
* A range of generous family-friendly policies
  + paid time off for parenting and caring emergencies
  + support for those going through the menopause
  + paid time off and support for fertility treatment
  + and more

More details can be found on our benefits page: [sheffield.ac.uk/jobs/benefits](http://sheffield.ac.uk/jobs/benefits).

We are a Disability Confident Employer. If you have a disability and meet the essential criteria you will be invited to interview