

Job Description

Learning and Teaching Assistant School of Arts & Cultures Faculty of Humanities and Social Sciences

Main Purpose

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To provide administrative support to ensure the smooth and effective running of the School's taught degree programmes.

Main Duties and Responsibilities

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1. To provide administrative support to the learning and teaching function of the School, including administration of allocated degree programme(s) and supporting the relevant Degree Programme Director(s).
 2. Responsible for inputting amendments to annual documentation such as modules and regulations and for ensuring up to date information is uploaded to the various University systems, i.e. SAP, Module Outline Forms, NESS, Blackboard.
 3. Responsible for checking and updating student data using University systems, including ensuring students are appropriately registered for modules as required and providing support in allocating students to a personal tutor.
 4. To provide administrative support to the academic lead for student placements, including coordinating a range of documentation (CVs, risk assessments, research proposals, surveys) and liaising with students as required.
 5. Responsible for coordinating events throughout the academic year, including Induction Week, Open Days and study trips.
 6. Support the School Learning and Teaching Coordinator with student attendance monitoring, including running reports and processing Personal Extenuating Circumstance and Self Notification of Absence forms from students.
 7. Support the School Learning and Teaching Coordinator with timetabling administration.
 8. Responsible for collation of exam papers from academic colleagues, tracking assessed work that is out for marking and ensuring it is processed within expected timescales and transferring marks to relevant University systems (NESS, Blackboard). Act as Secretary to Module Moderation Boards, PEC Committees and Boards of Examiners, including agenda preparation, minute taking and monitoring progress of actions, as well as liaising with External Examiners to arrange their travel.
 9. Act as Secretary for the Boards of Studies, as well as other meetings as required.
 10. Responsible for setting up evaluation questionnaires on University systems for students to complete.
 11. To be the first point of contact for admissions for allocated degree programme(s).
 12. To undertake any other duties with the scope and general nature of the grade which may be required.

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Person Specification

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	Qualifications	Essential or Desirable
1	GCSE English Language and Mathematics grade A-C, or 9-4 under the new system or a vocational qualification plus work experience in a relevant role or substantial relevant work experience in the unit or a comparable setting.	E
	Knowledge, Skills and Experience	
1	Able to demonstrate a well organised approach to administrative work with good planning and organisational skills and the ability to work to multiple deadlines.	E
2	Ability to work with accuracy and attention to detail.	E
3	Ability to communicate clearly orally and in writing.	E
4	Good numeracy skills.	E
5	Good IT skills including a good working knowledge of Microsoft Office (Word, Excel) and the ability to produce and manipulate data from spreadsheets and databases.	E
6	Experience of handling a wide range of enquiries in an approachable and professional manner, with the ability to interact well with staff at all levels, students, visiting staff and members of the public.	E
7	Ability to understand the relevance of policies and procedures.	E
8	Working knowledge of relevant systems (SAP, NESS, MOFs, Blackboard, SyllabusPlus, Evasys)	D
9	Experience of working in a fast-paced office environment; experience of working specifically in a Higher Education institution is desirable.	E
	Attributes and Behaviours	
1	Planning and Organising: <ul style="list-style-type: none"> • Works in a planned and structured way • Uses own and others' time effectively • Sets own priorities in conjunction with team and area objectives • Ensures that all activities are completed on time • Maintains flexibility in work plans to allow for changing circumstances 	E
2	Delivering Services: <ul style="list-style-type: none"> • Sees other departments and colleagues as 'customers' and follows through on their enquiries • Keeps fellow team members up to date with progress • Co-operates with others in achieving targets • Takes responsibility for achieving own targets • Looks for ways to make immediate improvements 	E

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	<ul style="list-style-type: none"> • Pays attention to detail • Is enthusiastic in getting the job done on time 	
3	<p>Communicating:</p> <ul style="list-style-type: none"> • Is factually correct and gives consistent verbal and non verbal messages • Clear and concise; gets the message across to others • Chooses communication tools appropriately e.g. selective use of emails and other channels of communication • Tailors content of communication to the audience, changing the style, tone and format appropriately • Uses face to face communication regularly 	E
4	<p>Team Working:</p> <ul style="list-style-type: none"> • Respects the expertise and contribution of others even if own opinion is different • Shares relevant and useful information with others • Keeps other team members up to date with progress • Gets involved with team talks • Willing to help others and share workloads • Supportive of team decisions • Talks about other team members in a positive way • Respects the value that different views bring t the team 	E

HR Office Use Only	
SAP Position Number:	
Grade:	Grace C
Effective Date:	19/06/2019