

The University of Manchester

Faculty of Humanities

SCHOOL OF LAW

Job Description

Title:	Part-time Teaching Assistant (TA) (Part-time seminar taker)
Courses:	Law QLD courses – Obligations I, Obligations II, Criminal Law Public Law, EU Law, Property I, Property II, Jurisprudence, Company Law Criminology, Criminal Justice, Criminology Research Methods and Criminal Law for Criminology
Reporting line:	Part-time staff co-ordinator, School of Law (currently:- Dr Phil Handler)

Organisation:School of Law

Date: April 2015, for 2015-2016

Deadline for applications – 15th May, 2015

The School of Law currently has over 80 academic staff, including research staff, and teaches over 1500 students on undergraduate and postgraduate degree programmes. Since October 2004 the School of Law has comprised three discipline areas: Law, Criminology/Socio-legal Studies and Health-Care Law/Ethics. The School's main areas of undergraduate teaching are in Law and Criminology.

Teaching Assistants (TAs) support the teaching of undergraduate and sometimes postgraduate course units, by teaching seminars, marking non-assessed essays, and supporting student study by way of individual appointments. A small amount of administration is also required, including monitoring attendance. Further detail can be found later in this document.

Part-time teaching work falls under the responsibility of a staff member designated as "part-time staff co-ordinator", currently Dr Phil Handler (Williamson Building, room 3.46). An induction session and training is organised specifically for Teaching Assistants employed in the School of Law.

(A) Duties and responsibilities of Teaching Assistants

The post holder will support the Course Unit Directors of the course units to which they contribute, and the relevant Head of Discipline Area, in the areas stated below.

(A1) Teaching duties as a seminar-taker and related duties

Seminar takers are responsible for delivering quality face-to-face education to undergraduate students in timetabled small group sessions (approximately 12 students per group) for 50 minutes per seminar. Seminars are intended to facilitate student learning through discussion based on questions set in advance (by the Course Unit Director, subject leader or subject team).

Preparation

- TAs should be well-prepared to carry out the stated aims and objectives of the seminars they are delivering. Each TA will be provided with reading material and seminar material which has already been prepared by the relevant Course Director.
- TAs will ensure that students are aware of the questions/tasks required for the next seminar.

Teaching

- The seminar timetable will have already been organised for the 2015/16 academic session before we are in a position to confirm appointments to this role. There will not be any flexibility with regards the seminar times and availability.
- TAs will lead seminars or other teaching, at specific times as timetabled by the School of Law, facilitating discussion around the theme(s) of the seminar. They will maintain a conducive atmosphere and environment for that discussion to take place.
- TAs can where appropriate be asked to give some lectures, by negotiation with the Head of Discipline Area or Course Unit Director.

Administration and Student Support

- TAs will keep records of student attendance in accordance with School of Law procedures (and may enquire about details of such procedures with Ceri Wilson in the Teaching Student Support Office (Williamson 3.05)).
- TAs will report briefly on the attendance and work of each student at the end of each semester or as required.
- TAs should be available to see the students who they teach, outside the strict teaching hours. Such student meetings to address individual concerns should be set up, eg. by email correspondence, or by meeting in an appropriate public place (eg. Student Common Room or social areas in the foyers) or, if there are two or three students, another room booked for this purpose via the Teaching Student Support Office (Williamson 3.05).

Professional conduct

- The University expects and will enforce high standards of performance and conduct from its employees, any breach of this may be dealt with by reference to the University's disciplinary procedures.

Assessment

- TAs will undertake marking of essays and other forms of non-assessed work as prescribed for the subjects(s) in question. They will return non-assessed work to students with feedback, according to prescribed deadlines.
- May be asked to undertake additional assessed marking, for which they will be paid at £7.50 per essay/script. Payment for such will be organised on a fee claim form via the Staff Resources Office (Williamson 3.51A).

Cover

- In the event of some emergency leading to a TA not being able to deliver a scheduled seminar, the TA should contact the Teaching Student Support Office as soon as possible (tel: 0161 275 7551) and should attempt to re-arrange the missed seminar so that the contractual hours of work can still be fulfilled. Any seminars which have to be rearranged should be dealt with via the Teaching Student Support Office (Williamson 3.05). TAs will not be paid for cancelled seminars.

Sickness

If you are absent from work due to sickness or injury, no payment will be made unless you qualify for statutory sick pay. The payment of sick pay is subject to your compliance with the University's procedures for the notification and verification of sickness absence, which are set out in the Sickness Policy.

(A2) General duties

- TAs will work in co-operation with the Course Unit Director, subject leader and other academic staff, as appropriate, including liaising with staff on matters relating to preparation, teaching, administration and assessment.
- TAs will answer queries by email, letter and from personal callers, in relation to the students, teaching and associated arrangements.
- TAs will be required to undertake these duties in accordance with the University's equality and diversity policy and positively to promote equality and diversity.
- TAs will be required to undertake these duties in accordance with the requirements of the University's Health and Safety Policy and the University's financial regulations.
- TAs will be required to undertake relevant induction, and may have opportunities for further training, if required.
- TAs will be required to work at any location within the University Estate, as required.

(B) Person Specification

The successful applicant for a TA post will be able to provide evidence of all or most of the following:

Education

1. A first degree at first class or upper second class honours, or study of or qualifications of a masters degree at merit or distinction, in a relevant discipline (which may be law; criminology; socio-legal studies; health care ethics and law; bioethics).

The applicant must have studied the particular area of law which he/she is applying to teach, and has attained a First class Honours degree or a 2.1 in that same subject

OR has had a significant engagement in that particular area of law (ie. in legal practice).

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.
- An understanding of issues affecting undergraduates.
- An understanding and interest in the subject areas being taught.
- A willingness and ability to acquire knowledge and understanding of University teaching quality standards including examination standards and procedures.
- An ability to lead a group activity

(C) Period of Appointment – conventional arrangement for most TAs

The period of appointment is for **one semester at a time** (normally 10 teaching weeks, dependent on the course unit(s) being taught).

The precise rates for 2015-2016 have not yet been confirmed.

The rate of pay for taking seminars, based on the University of Manchester pay scales for Teaching Assistants during 2015/16 is Grade 5 and will be in the region of £14.02 - £16.24 dependant on experience (pay award pending) per hour worked. This includes delivery of the teaching, preparation of the teaching, marking of non-assessed coursework and student contact outside class. Our model for payment is:

Preparation*	4	x 8/5/10
Teaching hours	No of groups	x 8/5/10
Office Hours	8	per semester
Emails	4	per semester
Rosters	5	per semester
Assessment	As per allocation	

*Please note that preparation is only paid for the first seminar delivered in each cycle, i.e. if you are teaching 4 groups in a criminology subject for ten seminars preparation

is 40 hours. Teaching hours will be 40 and you will receive payment for 8 office hours, 4 hours for emails and 5 hours for completing attendance registers.

If you are teaching 4 groups on a year- long unit for eight seminars preparation would be 32 hours. Teaching hours will be 32 and you will receive payment for 16 office hours, 8 hours for emails and 10 hours for completing attendance registers.

If you are teaching 4 groups on a law one semester course for 5 seminars preparation would be 20 hours. Teaching hours will be 20 and you will receive payment for 8 office hours, 4 hours for emails and 5 hours for completing attendance registers.

Annual leave is accrued at the rate of one hour for every **5.35 hours** worked and will be incorporated into the monthly payment.

TAs are normally paid monthly in arrears, but TAs' contracts are not finalised until teaching starts at the beginning of each semester, and the first payment is likely to be delayed to the end of month 2.

TAs will not be paid travel expenses from home to work.

(D) Your Allocation of teaching

Teaching Assistants must be flexible with regards availability. In advance of each semester, successful applicants will be contacted with the seminar times which are already timetabled. Teaching in the School currently occurs Monday to Friday (inclusive), 9:00 am – 6:00 pm inclusive. There is no teaching on Saturday and Sundays.

It should be noted that we reserve the right to alter the number of classes you teach at any given point before or during each semester. This is because students are free to change their option choices up to 2 weeks into each semester so it is inevitable that student number totals in any individual course unit will fluctuate, varying our need for seminars.

(E) NOTES

Email accounts

Law School Research students who are appointed as TAs will continue to use their University of Manchester student email address for TA business because their primary relationship with the University is as a research student and unfortunately it is not possible to hold a student and a staff account at the same time.

Other Teaching Assistants will be able to use staff-style email addresses shortly after they have agreed their contract details – firstname.surname@manchester.ac.uk

All TAs are asked to check email accounts on a daily basis as the details will be disclosed to students and fellow colleagues in the School of Law, and students and staff will use email as the main way to contact TAs.

Resources

TAs will be given access to campus solutions (the University' student system which records work and attendance), Blackboard and Link2lists.

Law School Services

TAs may ask the Teaching Support Office as appropriate to photocopy materials necessary for their teaching, or use the photocopiers themselves, subject to being trained.

TAs may use the Law School Staff Common Room, where their pigeon holes are located, to read or socialise.

TAs may attend staff research workshops and seminars.

TAs will not have access to funds or services to support their teaching, other than as in this document.

TAs do not have access to a desk in the School of Law (although those who are also research students may have a desk on account of their research student status). TAs who are also research students should use their desk and office space purely for their research student business, and should not invite their seminar tutees into this research student space.

TAs do not qualify for staff benefits such as tuition fee reduction for registering for a degree. TAs do not qualify for staff business cards.

TAs will not normally have access to Law School IT equipment, telephones or stationery, but special individual needs may be accommodated. Please ask Sarah Tiffany-Dodman, Staff Resources Manager, in the Staff Resources Office (Williamson 3.51A) if you have a particular request.

(F) APPOINTMENT PROCESS

Initially, you will be issued with a recommend to appoint letter.

Once you have visited HR Services, they will issue you with a copy of your terms and conditions in due course. Please note that HR arrangements are on a semester to semester basis. You will therefore not receive written information about your Semester 2 teaching until 2016.

Contracts will be issued per semester. TA's will receive an email to collect their 'recommend to appoint' letter from either the 3rd or 4th floor reception.

If new, once TAs have taken a signed copy of this email to HR, they will receive the terms and conditions of their employment through the post from HR.

All TA's, new and existing, must visit HR Services, otherwise they will not be paid.

Adjustments will be made in the last payment of semester 1 and then for semester 2 teaching in the last payment of semester 2. Unless it is a decrease in hours and then it may be amended sooner.

HR Services and can be found on the 2nd floor of the Simon Building

See link for further information

<http://www.humanities.manchester.ac.uk/humnet/our-services/teaching-and-learning/tahub/appointment/>

(G) TRAINING

On appointment all Teaching Assistants (TAs) will receive a copy of the Faculty/STDU Training Handbook which will outline the training TA's need to undertake before commencing teaching duties. The Faculty require all TA's attend a compulsory training programme which will be delivered in conjunction with the University's Staff Training & Development Unit (STDU).

The course is designed for all new TA's and only needs to be completed once. The training in total will be scheduled for up to 9 hours and will be delivered by a variety of online and face to face modules. All TA's have to book on the course through the training catalogue:

In addition, the School of Law will provide their own training for new TA's. This School training will follow the Humanities Training Template which is designed to enable TA's that complete the training and some teaching practice, to apply for Associate Membership of the Higher Education Academy.

See link for further information

<http://www.humanities.manchester.ac.uk/humnet/our-services/teaching-and-learning/tahub/training/>

Humanities TA Hub for other useful information

<http://www.humanities.manchester.ac.uk/humnet/our-services/teaching-and-learning/tahub/>