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| Job Title: | IGHI Graduate Teaching Assistant (MSc Health Policy, MSc Patient Safety, PG Cert and PG Dip Digital Health Leadership) |
| Department/Division/Faculty: | Institute of Global Health Innovation, Faculty of Medicine |
| Campus location: | Working from home currently. Some on-campus work (Paddington and/or South Kensington) may be required, dependant on the needs of the module and as directed by the Module Lead. |
| Job Family/Level: | Learning and Teaching, Level 3a |
| Salary Range: | £27 per hour |
| Responsible to: | Module Leads, Senior Teaching Fellows |
| Key Working Relationships (internal): | Module Leads, Teaching Fellows, Digital Learning Designers, Learning Technologists, Media Practitioners, Digital Learning Project Coordinator, IGHl Programme Manager, Director of Operations, other relevant academic and administrative staff and IETL colleagues |
| Key Working Relationships (external): | N/A |
| Contract type: | Casual contract, between 1 day /7h a week or 2 days/ 14h a week, for at least 6 months |

Digital Education in the Institute of Global Health Innovation

The Institute of Global Health Innovation is undertaking an exciting augmentation of its postgraduate taught provision, which will instil new and innovative teaching, learning and assessment practices, by digitally enhancing its curricula. Recent digital development work on the online modules has been completed, and focus is now on delivery of the online modules on the MSc in Health Policy, MSc in Patient Safety and the suite of Digital Health leadership programmes (PG Cert, PG Dip and MSc).

Purpose of the Post

The Institute is seeking to appoint on a rolling basis, a team of casual Graduate Teaching Assistants to support academics in the development, delivery and evaluation of high quality and engaging teaching and learning material and appropriate pedagogical techniques.

You will work with the programme team, teaching fellows and module leads who are responsible for a variety of modules and require support in developing digital teaching materials, interactive sessions, assessments, ensuring continuity across the modules and the highest quality student experience.

This role provides an excellent opportunity for you to develop a career in health policy, patient safety and/or digital health / leadership, to broaden experience, and develop practical skills as an educator in the field - but with unique focus on the provision of digital education and innovation in teaching methods.

Key Responsibilities

Teaching and Learning Support

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Support the Module Leads in any aspect of the module, be it operational or academic, as directed by the Module Leads. Under supervision and direction of the Module Leads, tasks may include:

- sourcing visuals for videos
- draft and/or review other types of learning activities - e.g. activities (MCQs, discussions, peer reviews) digital assignments and assessments, reading material
- perform review of learning experience to ensure accuracy, clarity, and consistency in relation to content
- develop synchronous materials for delivery phase of module
- compiling the reading lists
- feedback and grading
- supporting module evaluation ahead of the next iteration of the module
- **there may be some additional roles not covered in this list that the GTA is asked to take on, depending on the GTAs level of expertise**

Requirements

Candidates/post holders will be expected to demonstrate the following:

**Essential (E)/
Desirable (D)**

| Education | |
|--|---|
| <ul style="list-style-type: none"> • A degree or equivalent experience in relevant subject | E |
| Experience | |
| <ul style="list-style-type: none"> • Experience of working within an HE or research environment | E |
| Knowledge | |
| <ul style="list-style-type: none"> • A specialist knowledge in digital health / leadership, health policy and/or patient safety, and of teaching methods and techniques within the field. | E |
| <ul style="list-style-type: none"> • Awareness of a range of pedagogical practices. | E |
| <ul style="list-style-type: none"> • A demonstrable interest in current trends in digital learning. | E |
| Skills & Abilities | |
| <ul style="list-style-type: none"> • Individuals are encouraged to work towards teaching qualifications if they choose as part of their career development | D |
| <ul style="list-style-type: none"> • Strong written skills, including the ability to write for the web and to draft and edit scripted material. | E |
| <ul style="list-style-type: none"> • Collaborative working skills, including working as part of a multi-site team. | E |
| <ul style="list-style-type: none"> • Ability to work independently with minimal supervision. | E |
| <ul style="list-style-type: none"> • Ability to communicate effectively with students, academics and administrative staff. | E |
| <ul style="list-style-type: none"> • Experience of grading postgraduate coursework and providing constructive feedback to students | E |
| <ul style="list-style-type: none"> • Attention to detail and problem-solving skills. | E |
| <ul style="list-style-type: none"> • Ability to work flexibly and to juggle competing and changing priorities. | E |
| Right to work | |
| <ul style="list-style-type: none"> • Has legal right to work in the UK | E |
| <ul style="list-style-type: none"> • Will undertake all work on UK soil (i.e. not be based overseas) | E |

Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](#) detailed below:

- 1) Champion a positive approach to change and opportunity
- 2) Communicate regularly and effectively within and across teams
- 3) Consider the thoughts and expectations of others
- 4) Deliver positive outcomes

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- 5) Encourage inclusive participation and eliminate discrimination
- 6) Support and develop staff to optimise talent
- 7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/>

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College's care are treated with full respect, and that all staff involved with this work show due consideration at every level.

<http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/>

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.