Company: London College Contemporary of Arts (LCCA)
Department: Academic
Role: Graduate Teaching Assistant (GTA)
Reporting to: Course Director of Learning and Teaching
Direct reports: n/a
Location: Tower Hill, London
Salary: £25,000 per annum (pro-rata) in year 1
£28,000 per annum (pro-rata) in year 2 (subject to meeting criteria)
Period: 22 months - Fixed Term Contract (FTC)

Role Summary

Working under the guidance of the Course Director of Learning and Teaching, this role has been designed typically to be held by a recent graduate and/or postgraduate in the field of English, Art, Social Sciences, Business Management & Hospitality and Fashion & Graphic Designs. The purpose of this role is to support the respective academic colleagues within the department. This is a fixed term appointment and is aimed at offering the post-holder a first-hand insight into academia and the opportunity to achieve an HE teaching qualification or professional recognition.

The postholder will provide support for students by facilitating and contributing to the student experience inside and outside of the classroom. LCCA operates on a blended learning pedagogy, which combines traditional classroom teaching with online and digital resources, thus supporting our experiential learning framework.

The post will come with a secondary reporting line to the Head of Mentoring team, where the postholder will work in tandem with the mentors and provide mentorship to students on specific needs that have been identified.

LCCA courses are unique in that they may be taught across the week (in the day); in two evenings in the week and at the weekend and follow a blended learning approach. Candidates may have to work across evenings and weekends, as determined and discussed at your interview matched against your preference, the workload and resource allocation and needs of the business.

Key Activities & Responsibilities

The main responsibilities may include part, or a range of, the duties listed below, and will depend on the specific requirement of the department or service. Activities may vary during the course of the appointment. The main responsibilities would include:

- The postholder will work closely with the respective academic(s) in supporting the discipline specific student learning, teaching and assessments
- Assist academic staff in preparation, developing, editing, and maintaining high-quality digital and hard-copy learning materials, experiences, and environments that meet subject-specific requirements
• Collate information via written and online learning resources through appropriate research and collation of relevant information, updating course materials (electronic and hard copies)
• Provide guidance to students, based on assessment criteria on the preparation of assignments
• Act as a student advisor by participating in face-to-face and online study groups, advising students on study skills, research, experiential learning & preparatory work, writing and presentation
• Supervising class activities, in particular - practical aspects in class
• In conjunction with the mentoring team, undertake any mentorship activities, as identified.
• Troubleshoot and resolve any problems that academic teams or their students report in the digital space concerning learning objects, resources, and/or environments in collaboration with the relevant teams
• Refer any welfare needs or concerns to a relevant member of academic or support colleagues
• Contribute to the review of literature or discipline-based practices
• Take an active role in building student communities of best practices in technology-enhanced learning and gather and respond to feedback on current and future needs of students
• Assist with data collection and analysis, where applicable
• Provide relevant training to students, as advised by the respective academic(s)
• Assist with relevant administrative duties, such as collation of assessments and other data for review by the academic team
• Assist with monitoring student attendance
• Assist LCCA with any open days by acting as a LCCA ambassador
• Organise, subject-specific activities, such as annual showcases, extra-curricular study visits, student away days and academic events
• Collaborate with various functions at LCCA and its partners, and undertake project-relates tasks under the guidance of the project manager
• To perform such duties consistent with your role as these may from time to time be assigned to you anywhere within the College
• To undertake health and safety duties and responsibilities appropriate to the role
• To work in accordance with the Colleges policies, and in particular, the’ Equal Opportunities Policy and to promote equality and diversity in your work; GDPR and respect intellectual property of the college
• To undertake continuous personal and professional development

As part of our role and commitment to assisting you in your journey in academia, we offer a competitive salary, with an increment after successfully completing your first year with us. In addition, you will be expected to complete your PGCE with us (sponsored by LCCA) and will have a dedicated mentor to support you through your journey. This is specifically a “student scheme” targeted at new graduates, who are keen on exploring the world of academia – therefore, engagement will be via a fixed-term contract of employment. As part of your engagement, you will have access to all relevant LCCA’s benefits and those that come from the group – Global University Systems (GUS).
Requirements for the role

Qualifications/Education

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<th>Essential</th>
<th>Desirable</th>
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<td>• A recent graduate/post-graduate with relevant BA and/or postgraduate qualification</td>
<td>• Teaching qualification (PGCert or equivalent)</td>
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Knowledge, Skills and Experience

Essential

- Academic and/or professional experience relevant to the field of study
- Engagement with current practice base or knowledge base of discipline
- Be a great communicator with excellent written and verbal communication skills
- Ability to deliver professional presentations to a range of audiences
- Effective organisation skills and attention to detail with the ability to work independently and as part of the team
- Ability to prioritise and work to strict deadlines
- Ability to work as part of a team
- Prioritise student experience
- Able to research and maintain currency of knowledge within the specific specialism
- Considers equality, diversity and inclusivity in all aspects of working with colleagues and students
- Shows commitment to understanding the range of student capabilities and provide guidance and support accordingly
- Able to effectively plan and manage workload and resources by prioritising work to meet deadlines and achieve personal, team and course objectives
- Able to work effectively and respectfully with a wide range of people by fostering an inclusive and constructive teamwork and problem-solving approach

Desirable

Any specific experience within the fields of English, Art, Social Sciences, Business Management & Hospitality and Fashion & Graphic Designs.

The post holder may be asked to undertake different or additional duties in line with business requirements at the request of their line manager.

There is an expectation that all employees will maintain the values of the Group and will comply with the code of conduct as well as equality and diversity, GDPR, health and safety and safeguarding policies.

There will be an occasional need to undertake business travel between other sites within London and across the UK.