

JOB DESCRIPTION

Teaching Support Staff (TSS)

Principal Duties and Responsibilities

The post-holder duties will include, but not be limited to, the following:

Teaching

To give instruction and supervision, as directed by the Head of School and under the guidance of the Academic Lead, to students of University of Galway in courses and programmes organised by the School or to which the School contributes to another School or College. Such duties can include curriculum and course preparation and delivery of teaching, tutorials, seminars, project supervision, contributing proportionately to general examination and other assessment responsibilities under the supervision of the Academic Lead. To monitor student progress and provide feedback to students, highlighting to the Academic Lead responsible for the module any concerns about student performance. In some disciplines, academic activities may also include laboratory, workshop or clinical instruction/ supervision, placement support, fieldwork supervision and site visits. The post holder is responsible for all equipment used and must ensure that all health and safety procedures are followed, taking action to maintain a safe environment, and raising any concerns with the Head of School (or their nominee) and Academic lead. The post-holder is also required to be available to students for academic counselling and advice.

The design, development, delivery, assessment and overall responsibility for modules and their quality lies with the Academic Lead, Head of School (or their nominee) and Dean to whom they are allocated. A TSS may have a support role in the design and development of such modules.

The duties carried out by a TSS are normally supplemental to the core teaching of a module and are carried out under the supervision and mentorship of the Academic Lead/Head of School (or their nominee) Dean with responsibility for the module. While TSS are engaged to support teaching, they are not employed to conduct independent research, and the role is distinct from academic staff who hold lectureship positions.

Contribution and Scholarly Activity

Where it is necessary to represent the University externally in the context of teaching, the post-holder is expected to maintain the highest professional standards, thereby enhancing the reputation of the University.

The post-holder shall carry out these duties under the direction of the Academic Lead/Head of School (or their nominee)/Dean to whom they are allocated.

ELIGIBILITY REQUIREMENTS

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- A postgraduate or professional qualification in the area of proposed appointment, or evidence of specific professional contribution to the particular area.
- Experience of teaching support in third level is desirable.