

JOB DESCRIPTION

Job Title: Student Learning & Teaching Assistant	Rate of Pay: £10.44 per hour plus £1.46 holiday pay
School: School of Sport and Exercise Science	
Reporting directly to: Deputy Head of School of Sport & Exercise Science	
Supervisory responsibility for: N/A	
Main Duties The main duties will vary dependent upon the project you are assigned to. This will be negotiable based on your experience and skill set, however it might include: 1. To develop online resources 2. To conduct a literature search and provide a written summary of the located materials 3. To transcribe various audio files 4. To talk to staff to gain learning and teaching information 5. To develop learning resources for students to use in a particular module/course 6. To manage and conduct interviews with participants You will also be expected to: 7. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training. 8. Take steps to ensure and enhance personal health, safety and wellbeing and that of other staff and students. 9. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and takes into account the University's commitment to environmentally sustainable ways of working. *The above does not represent an exhaustive list of duties associated with this role.	