**Teaching Assistant description role for teaching and learning Support**

**Tasks, skills, and abilities**

* Enthusiasm to take part in all aspects of assisting teaching activities (material, students queries, guidance).
* Confidence to support students as they learn to engage and apply advanced bachelor-level statistics (regression models; clusters and latent groups; single and multiple variables; multivariate analysis etc.)
* Interest to develop skills in data science applied to social sciences.
* Ability to be proactive and demonstrate initiative in carrying out administrative tasks, as appropriate.
* Excellent communication skills and the ability to deal with a wide range of people, at all levels, with confidence.
* Support office hours sections and keep informed groups about planned sessions in a friendly and welcoming atmosphere.
* Excellent organisational skills and attention to detail.

**Key Responsibilities**

* To support the lecturer during ‘on-campus’ courses and in the Brightspace (Digital learning hub for students):
* In the scoping and development of curricula, teaching, and assessment methods.
* To support ‘on-campus’ courses to a digital and blended learning environment.
* To run scripts for codes, ensuring clarity and consistency of quality throughout.
* Ensure that production timelines are met, including assignments, of teaching materials and preparation of course guides, in liaison with the lecturer.
* Support in developing and maintaining Brightspace with the contents and information of the course.
* Graduate Teaching Assistant (GTA) evaluate individual computer assignments, research projects, and teaching activities.
* Provide reports on teaching, learning and assessment activities as required.
* Attend and contribute to preparatory and assessment meetings held on Campus or virtual channels.
* Undertake other duties as agreed with the course coordinator.