| 1. **Job Details** | | |
| --- | --- | --- |
| **Job Title:** | Demonstrator | |
| **School/Dept./Institute:** |  | |
| **Reports to:** | Programme / Module Organiser | |
| **Grade:** | 3a (spinal point 19 to 21) | **Part Time** |
| **Appointment period:** | 1 year fixed term/permanent contract (*delete as appropriate)* | |
| **Current Location:** | Mile End / Charterhouse Square / Whitechapel / Other *(delete as appropriate)* | |

| **Job Context** |
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| *Briefly describe the setting of the post within the School/Dept./Institute. Please see guidance notes for additional instructions and working examples of job contexts for a variety of roles at QMUL.* |
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| **Job Purpose** |
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| Under the supervision of the Module Organiser, to support the delivery of high-quality teaching by demonstrating techniques and the use of equipment or by supporting students, as required, in practical classes, workshops and on field trips. |

| **Main Duties & Responsibilities** |
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| 1. Support teaching under the supervision of the Module Organiser. This is achieved by;    1. *Supporting practical and workshop classes as prepared by the Module Organiser;*    2. *Assisting with laboratory sessions with the responsible academic member(s) of staff and/or a laboratory technician present. This can be practical e.g. demonstrating experiments*    3. *Helping students undertake clearly defined fieldwork tasks that have been arranged and communicated by the Module Organiser.*    4. *Under the close guidance of the Module Organiser, marking answer sheets where a predefined answer/assessment sheet is supplied by the Module organiser e.g. a multiple choice answer sheet with fixed answers of a/b/c/d/e.* 2. Comply with relevant QMUL policies and regulations regarding financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property, data protection or any other rules, regulations or codes binding on the member of staff. 3. Provide informal feedback from sessions to the Module Organiser as appropriate and keep records as required by the School. 4. *(Delete as appropriate)* Work in a laboratory or in the field; this may involve exposure to hazardous biological or chemical agents within health and safety regulations. |

**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.**

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**

**This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.**

| Requirements | Essential / Desirable |
| --- | --- |
| **Qualifications** | |
| Graduate in X subject | E |
| **Knowledge, Skills and Experience** | |
| Sufficient specialist knowledge in the discipline | E |
| Responsive to feedback | E |
| Good verbal and written communication skills | E |
| Good basic IT skills in X packages (if applicable) | E |
| Basic awareness of risks in the work environment, including a good understanding of relevant Health & Safety requirements (. working in a lab) | E |
| Flexible and co-operative approach | E |
| *(Delete or specify as applicable)*  Ability to meet specific physical requirements where work is based in a laboratory or other non-office space and / or requires the use of specialist equipment or hazardous substances.  Adjustments to this criterion may be possible if required by the post-holder under the Equality Act 2010. | E |

**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**