GRADUATE TEACHING ASSISTANT

SCHOOL OF BUSINESS, ECONOMICS AND INFORMATICS

LONDON’S EVENING UNIVERSITY
Thank you for expressing an interest in the role of Graduate Teaching Assistant at Birkbeck, University of London. This opportunity comes at an exciting point in Birkbeck’s history, as we approach our 200th anniversary in 2023.

Birkbeck has always occupied a unique niche in the UK Higher Education landscape and we remain different to other institutions to this day: we are a world-class research and teaching institution with a tradition of providing higher education to people in work. Our classes are almost all held in the evening, so our 13,500 students are free to study, work, volunteer or just do their own thing during the day.

Most of Birkbeck’s staff have been working remotely since late March 2020 to maintain the health and safety of staff and students during the COVID-19 pandemic.

We are aiming to return to our campus in Bloomsbury as soon as it is safe to do so but in the meantime, we recreated Birkbeck online, so that students can continue to benefit from our unique learning model of research-led evening teaching and flexible progression routes and study at a world-class, research-intensive university. Students can choose to study at a speed which suits them: completing an undergraduate degree in the evenings over three years full-time or four years part-time; or a Masters’ degree in either one or two years.

With a global reputation for high quality research and teaching, Birkbeck is part of the prestigious University of London. Founded in 1823 to give working Londoners and learners from non-traditional backgrounds the chance of a university education, our mission remains unchanged as we approach our third century.

Historically, our unique teaching model has attracted an extremely diverse student population: 65% of our students are part-time and 35% full-time; 42% are postgraduates and 58% undergraduates; the majority are mature and 41% are from Black and Minority Ethnic backgrounds.

In recent years, Birkbeck’s full-time, three-year undergraduate evening degrees have gained popularity with school leavers. So, although we are known for educating mature learners, we are now more about attitude than age. Our students tend to be hard-working, independent and highly motivated. They are recognised and highly valued by employers for their maturity, independent mindedness, focus and determination. 95% of Birkbeck’s students are in work or further study six months after graduating.

Birkbeck has five academic schools (Law; Arts; Social Sciences, History and Philosophy; Business, Economics and Informatics; and Science), over 40 research centres and a series of professional service departments.

Our campus is in Bloomsbury, the academic heart of London.

No other university represents London as Birkbeck does. Our students are Tube drivers, fund managers, librarians and care workers. They are doctors, lawyers, taxi drivers, full-
time parents and even grandparents. Without Birkbeck many of them simply wouldn’t have access to study.

Birkbeck is at the same time a highly international institution, as over 100 different countries are represented within our learning community. Indeed, the latest Times Higher Education (THE) World University rankings place Birkbeck in the top 10% of universities, based on overseas staff, students and research collaborations.

Our research is known for being cross-disciplinary, innovative and socially and politically engaged. Our findings inform public policy; push scientific, medical and technological advances; support and grow the economy; promote culture and the arts; and make a positive difference to society.

Both our alumni and staff tend to be passionate about the role Birkbeck plays in their lives. Many of our students go on to make an impact on business, the economy and society more broadly and our academic community includes important and eminent figures working alongside early career academics.

Birkbeck is a unique, complex institution.

If you choose to join us and your application is successful, I look forward to welcoming you to Birkbeck in due course.

Best of luck with your application.

Professor David Latchman, CBE
Vice-Chancellor of Birkbeck
In 1823 George Birkbeck founded the London Mechanics’ Institute, an avowedly radical institution with a vision to open up university education to working Londoners. Just under a hundred years later, in 1920, Birkbeck College was incorporated into the University of London. Today, almost 200 years since it was founded, Birkbeck remains true to George’s mission, ‘to ensure the universal dissemination of the blessings of knowledge’.

Birkbeck, University of London, is a world-class research and teaching institution, a vibrant centre of academic engagement and excellence and London’s only specialist provider of evening higher education. Where once we were known solely for our part-time courses and mature students, today we have a wider mix. Of our current cohort of new undergraduates, just under half are from Black and Minority Ethnic backgrounds and over a third qualify for the College’s generous package of financial support for students from lower income backgrounds; students range from school leavers to retired learners, but the largest group consists of working Londoners in their 20s and 30s. Undergraduates study in the evening for a degree at a pace that suits them, across three, four or six years, with major recent growth coming via the three-year UCAS entry route, which has grown from zero to over 3000 students in the past six years. We are also a major provider of academic and professional postgraduate education, with the sixth largest cohort of home and European postgraduate students in the UK. Like our undergraduate degrees, our Master’s courses are also taught predominantly in the evenings, with one, two and in some areas, three-year pathways, and flexible payment options. We have 13,500 students studying for Certificates of Higher Education, Degrees with Foundation Years, BA/BSc/ and LLB degrees and Master’s degrees across our five schools. We also have hundreds of researchers studying with us and deliver a range of over 180 short courses every year.

But while Birkbeck has its roots firmly in London, we are recognised on a global stage. The Times Higher Education World University rankings 2019 placed Birkbeck among the world’s top 400 universities overall and we are in the top 350 universities in the QS University world rankings. Philosophy and English at Birkbeck are ranked in the world’s top 100 according to QS, whilst History, Psychology and Law are all ranked in the world’s top 150.

Birkbeck’s reputation as a world-class research-intensive institution was cemented by the Research Assessment Framework in 2014. Birkbeck was 30th in the UK for research, with 73% of our research rated ‘world leading’ or ‘internationally excellent’. We are home to over 40 research and specialist institutes and among the awards our research has won in recent years are the Queen’s Anniversary Prize for excellence in higher education at the Centre for Brain Function and Development.

This unique combination of ground-breaking research and innovative teaching provides an inspirational learning experience for our students; we have consistently ranked in the top five in London for teaching and student satisfaction in the National Student Survey.

Birkbeck’s main Bloomsbury campus is in the heart of academic London, home to a number of other universities and colleges of the University of London, including University College London and the School of Oriental and African Studies. We are situated among beautiful, leafy squares in one of the world’s greatest concentrations of libraries, including the British Library and Senate House Library.
ABOUT THE SCHOOL OF BUSINESS, ECONOMICS AND INFORMATICS

The School of Business, Economics and Informatics brings together the College’s business-facing activities, teaching around 5,000 students in its four departments.

For further information about the School, please visit http://www.bbk.ac.uk/business/

The Department of Computer Science and Information Systems (CSIS) is one of four departments in the School. It is a world-class centre of expertise in algorithms, data analytics, data management, experimental data science, knowledge representation, and programme verification. We engage in a broad spectrum of both fundamental and applied research, host two research centres and are a key partner in the recently founded national Institute of Coding (IoC).

For further details see http://www.dcs.bbk.ac.uk/
JOB DESCRIPTION

Job title:
Graduate Teaching Assistant

School or Department:
Department of Computer Science and Information Systems (CSIS)/ School of Business, Economics and Informatics

Responsible for:
NA

MAIN DUTIES

The Teaching Assistant will be expected to:

- Pursue study towards a PhD.
- Provide assistance to staff involved in teaching, including supporting in person and online classes and leading seminar discussions.
- Support students in developing and delivering projects as part of their studies.
- Supervise Masters dissertation projects and participate in the assessment and examination of students.
- Undertake administration related to the above to ensure the smooth running of programmes.

The post entails teaching and administrative responsibilities. The two main ones are as detailed below:

1. To collaborate with academic staff on the preparation and delivery of teaching and assessment on taught programmes in the Department. This may include the following tasks:
   - To assist academic staff during teaching sessions when required, for example:
     - preparing of teaching materials including conducting literature searches, as directed by academic staff, and liaising with Birkbeck library staff;
     - assisting students during class exercises;
     - leading seminars;
   - liaising with academic staff and technicians in providing appropriate technical support for these courses;
   - assessment of coursework.
   - To assist students, as directed by academic staff in the preparation of their dissertations through:
     - contributing to supervision and research methods teaching;
     - providing basic guidance in writing and presenting dissertations;
     - providing study skills;
     - assessment of dissertations.
   - To act as online tutors for students and lead live online sessions, as directed by academic staff through:
     - in-class and online presentations and tutorials;
     - asynchronous support in a variety of online forums such as moodle and Teams;
     - providing guidance project selection as well as in writing and presenting dissertations;
     - providing study skills;
     - assessment of coursework dissertations.

2. To provide administrative support as directed by academic staff, which may include the following tasks:
   - Liaising with staff though meetings and phone/email contact.
   - Assisting academic staff and liaising with Birkbeck Registry on administering assessment matters (e.g. exam preparation, arrangements for examinations, contacting examiners, setting up mark sheets, attending Sub-board of Examiners) and student admissions (e.g. dealing with routine enquiries, scheduling interviews).

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of this post.
GENERAL RESPONSIBILITIES
(These are universal to all Birkbeck roles)

• To adhere to the College’s Equal
  Opportunities policy in all activities, and to
  actively promote equality of opportunity
  wherever possible.
• To be responsible for your own health and
  safety and that of your colleagues, in
  accordance with the Health and Safety at
  Work Act (1974) and relevant EC directives.
• To work in accordance with Birkbeck’s data
  protection policies, and relevant current
  data protection legislation.
• To undertake such other duties as may be
  reasonably expected.
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
<th>METHOD OF ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>Ability to demonstrate research potential and contribute to the Department’s research culture at postgraduate level</td>
<td>Word processing, database searching, quantitative and qualitative analysis skills.</td>
<td>Application Interview</td>
</tr>
<tr>
<td></td>
<td>Ability support teaching effectively and to conduct seminars at both undergraduate and postgraduate level</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good organisational and administrative skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical/Work-based Skills</td>
<td>Research interests in computer science and its applications</td>
<td></td>
<td>Application Interview</td>
</tr>
<tr>
<td>General skills and attributes</td>
<td>Good interpersonal, oral and written communication skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to relate to mature students with varying educational backgrounds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Willingness to teach in the evenings</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sensitive to issues of confidentiality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualifications</td>
<td>Good first degree (first or upper second) and masters in a discipline relevant to computer science and its applications</td>
<td>Eligibility for acceptance to the MPhil/PhD in the Department of Computer Science and Information Systems (CSIS).</td>
<td>Application Interview</td>
</tr>
</tbody>
</table>
FURTHER INFORMATION

Salary:
£33,836 rising to £38,594 (Grade 6)
The salary quoted will be pro-rata for this part time post and is on the College’s London Pay Scale which includes a consolidated Weighting / Allowance which applies only to staff whose normal contractual place of work is in the Greater London area.

Hours:
17.5 hours per week (0.5 FTE)

Probation period:
6 months

Duration of post:
Fixed term, career development opportunity for 3 years

BENEFITS
Birkbeck has a number of benefits which includes, but is not limited to:

- 25 days annual leave per annum, plus an additional six days when the College is closed during the spring and winter breaks. This is in addition to the eight bank holidays.
- Defined benefit pension scheme
- Flexible working
- Season ticket loan
- Lifelong Learning Contribution for staff scheme

HOW TO APPLY

Closing date for applications:
Midnight on May 2, 2021

Interview date:
TBC

Start date:
TBC

To apply for this position please go to our online recruitment portal and search for reference 808.

You will also need to apply separately for admission to our research study programme. For details on this including how to develop a research proposal, please consult the guide available online via the link below:
https://www.dcs.bbk.ac.uk/study/postgraduate-research/mphil-phd-in-computer-science-and-information-systems/

Please ensure your application includes full details of your employment history, education and qualifications, and recent development. For some roles, this will be collected in the application form, for others you will be asked to include this in a professional CV which can be uploaded.

All applicants are asked to provide a short statement on their suitability for the role. This is a key piece of information which will help us determine your suitability for the role, so please:

- Align your skills and experience with both the job description and person specification.
- Be specific about projects you’ve worked on or managed. What was the outcome? How did you measure success?
- If you've had a leadership role, tell us about it. How big was the team? What was the scope of your work?
- If you're a recent graduate or have limited work experience, reference projects or coursework that demonstrate relevant skills and knowledge.
- Keep it short; the application form or the CV should contain all the additional information that we need during the selection process.

In addition to your application statement you may be asked to answer specific questions in areas that we consider essential to the role.

INFORMAL ENQUIRIES
Informal enquiries can be made to:
Prof George Russos via g.roussos@bbk.ac.uk

---

HELP & ASSISTANCE

If you are having difficulties accessing this site please email jobs@bbk.ac.uk
OUR COMMITMENT TO EQUALITY & DIVERSITY

The College is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed respected and treated in a fair, consistent and non-discriminatory manner. The College is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the ‘positive about disability’ Disability Confident scheme and will interview all candidates who both declare a disability within the meaning of the Equality Act 2010 and meet the minimum essential criteria for the post, subject to any limits on the overall number of interviews.

Birkbeck is a member of Advance HE, holds an institutional Bronze level Athena SWAN award, is a Mindful Employers Charter signatory and subscribes to Stonewall’s Diversity Champions.