

## Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

### Position Details

<b>Job Title</b>	Demonstrator
<b>Grade</b>	5
<b>Responsible For (Job Title)</b>	N/A

### Principal Accountabilities

The post holder is required to work closely with the academic team to provide teaching, demonstration and guidance to students in order to support the development of their professional and studio practice.

This will take the form of demonstrations of practical skills, processes, techniques, and delivery of approaches to professional practice, in order to stimulate learning and impart knowledge.

The post holder will work with students in classrooms and workshops or other subject specific environments to inform and provide advice to students regarding progress, development of ideas, processes/skills and completion of their work, together with supporting the professionalization of their practice within the subject area.

### Key Tasks

#### ***Liaison and Networking***

Liaise with colleagues, students and administrative staff to exchange information and discuss matters relating to course delivery.

Participate in networks to gather information on any developments that could improve delivery of the course.

#### ***Teaching, Learning Support and Communication***

Communicate information relating to subject field orally to students in order to develop practical skills and stimulate learning.

Provide explanations, demonstrations, and guidance to students ensuring that content and methods of delivery meet defined learning objectives. This will require the use of specialist equipment and materials which may require care, precision and accuracy.

Transfer knowledge to students in the form of practical skills, methods and techniques.

Write and adapt teaching materials such as guides and handouts that explain processes.

Collaborate with colleagues to arrange and plan teaching and learning lessons within an established programme of study.

Teach as a member of a teaching team within an established programme of study, assess student progress, and provide feedback.

### ***Planning and Organising Resources***

Plan personal workload and teaching sessions, and manage resources as appropriate to meet course framework and learning objectives.

Provide information relating to sessions to other members of the team to aid in the development of teaching and learning.

Adapt teaching to meet individual and changing needs of students and subject field.

### ***Work Environment***

Understand how the work environment could impact on own work and the work of others, and take responsibility for the health and safety of students in the area.

Ensure safe use of specialist equipment, techniques and materials, and that health and safety standards are adhered to.

Ensure adequate protective clothing/safety equipment is used by self and others.

### ***Guidance and Support***

Provide advice to students regarding progress and completion of work.

Provide guidance and support to new members of staff when required.

Provide informal support and advice to staff within the immediate work-team and students, referring them to appropriate services for further guidance and support.

Use judgement to adapt to various situations within the classroom environment as they arise so that course objectives are still met.

## **Miscellaneous**

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes. You must wear appropriate PPE when situations require.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

## Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

## Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

### Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Ability to plan and lead on teaching sessions to aid the knowledge, development and understanding of students.	E
		1.2	Ability to supervise student work and to provide appropriate support/feedback.	E
		1.3	Good organisational skills and the ability to manage a varied workload.	E
		1.4	Ability to work independently and as part of a team in order to deliver individual and team objectives.	E
		1.5	Excellent communicative skills to convey information to a range of audiences.	E
2	General & Specialist Knowledge	2.1	Possess sufficient breadth and/or depth of specialist knowledge to work within the subject's programme and to be able to advise and guide students appropriately.	E
		2.2	Knowledge and understanding of current practices in the subject's field.	E
		2.3	Knowledge of Moodle (or similar package) and/or use of web-based learning methods.	E
		2.4	Proficiency in the use of relevant software packages	E
		2.5	Knowledge and understanding of Health & Safety and risk assessments in labs, workshops and classrooms.	E
3	Education & Training	3.1	A degree or appropriate equivalent experience.	E

		3.2	A PGCE, or professional qualification or appropriate equivalent experience.	D
4	Relevant Experience	4.1	Experience of working with undergraduate students within the subject's area.	E
		4.2	Experience of devising and delivering demonstration of skills, processes and techniques, approaches to a relevant subject area's professional practice and content/learning materials within the existing course framework.	E
		4.3	Experience of working with lab/workshop equipment in a classroom environment.	E
5	Special Requirements	5.1	Evidence of, and commitment to, ongoing personal and professional development.	E
		5.2	Evidence of, and a commitment to, Equal Opportunities.	E
		5.3	Evidence of a commitment to excellent customer care and service improvement.	E
Date of Revision			September 2018	