

**JOB DESCRIPTION**

**Job Title:** Facilitator

**Reporting to:** Module Convenor

**Contract Type:** Hourly paid academic

**Hourly rate:** Band G, starting point 31

**Overall Role**

To assist, support and contribute to academic modules in the form of delivering individual workshops or demonstrations, assessments of individual assignments or practical assessments, all under the overall charge of a member of academic staff.

**Main Duties and Responsibilities**

* Support the delivery of work in accordance with the established guideless outlined in the module handbook. This can include preparing for delivering facilitating or leading workshops or demonstrations or undertaking module assessments, within a clear and established programme framework.
* Assess/grade student work according to the grading criteria and providing feedback using the relevant marking pro forma, ensuring that areas for improvement are highlighted in order to improve student performance.
* To ensure that all student work is checked for student authenticity in accordance with the University’s assessment policy.
* Ensure all marking and moderation is completed in accordance with the Fair Assessment Policy, providing feedback to students with any cause for concern referred for investigation.
* To highlight any concerns relating to students, be they performance based or pastoral, to the Module Convenor/Programme Director.
* Attendance at module meetings (and possibly exam boards) as appropriate.
* To undertake any necessary training as required.
* To carry out any relevant associated administrative duties.
* Where required, ensure that practical equipment, exercises or experiments within a laboratory / workshop / classroom setting are prepared prior to the start of a session, carrying out appropriate checks as necessary.
* Be aware of all relevant health and safety procedures/processes raising any concerns with the appropriate academic member of staff.

**Person Specification**

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| **Attributes**  | **Essential**  | **Desirable**  |
| **Education level / Qualification**  | * Degree or equivalent in relevant subject or relevant professional qualification/professional experience
* Recognised HE teaching qualification
 | * Masters degree
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| **Skills & Knowledge** | * Excellent presentation skills
* Ability to communicate effectively and explain complex concepts and theories in a clear and understandable manner to a range of abilities
* Good organisational skills and attention to detail
* IT skills – including MS Office packages
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| **Experience**  | * Higher Education teaching experience
* Extensive experience of applying relevant analytical skills, teaching techniques and methods
* Preparing and presenting information in a clear and concise way
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| **Personal Qualities**  | * Approachable, patient and reliable
* Team player
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**St Mary’s University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation**