



The
University
Of
Sheffield.

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Place
To Work.

University Teaching Associate in Statistics

Faculty of Science,
School of Mathematics and
Statistics



Overview

The School of Mathematics and Statistics provides a research-led, student-centred learning experience, thereby giving all students the opportunity to realise their full potential, both during their degree and in their future careers.

We are looking to appoint a part-time University Teaching Associate in Statistics. You will have (or be near to completing) a PhD in Statistics (or have equivalent experience). A teaching qualification is desirable. You are expected to have experience of and enthusiasm for delivering university teaching to a high standard as in this role you will play an important role in enhancing the School's reputation for high-quality teaching by preparing and delivering courses at undergraduate and postgraduate level.

Person Specification

You should provide evidence in your application that you meet the following criteria. We will use a range of selection methods to measure your abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

Criteria		Essential	Desirable
1.	Have (or be near to completing) a PhD in Statistics (or have equivalent experience).	X	
2.	Demonstrable excellence in teaching at undergraduate and/or postgraduate level.	X	
3.	Have a teaching qualification.		X
4.	Ability to effectively deliver knowledge and understanding to an undergraduate or Masters student cohort.	X	
5.	Ability to ensure that all students are actively engaged in the learning process.	X	
6.	Act as a positive role model and advocate for groups currently under-represented amongst UK mathematicians, including women, ethnic minorities and those with disabilities.	X	
7.	Ability to construct and utilise teaching methods/aids as a means of enhancing student understanding and experience.	X	
8.	Ability to deliver timely, informative and personalised feedback on student assignments including project work.	X	
9.	Ability to use online teaching environment (currently MOLE) effectively.	X	
10.	Ability to co-ordinate the delivery, by distance learning, and assessment of undergraduate level and Masters level teaching.	X	
11.	Experience of collaboration in teaching and/or co-ordinating and working with colleagues in the delivery and assessment of team-taught modules.		X
12.	Ability to respond positively and informatively to student questions and queries, and to attend to students' pastoral needs.	X	
13.	Ability to deal efficiently and effectively with any issues that emerge in the scheduling, delivery or assessment of teaching.	X	
14.	Ability to reflect on own teaching design and delivery, and to	X	

	implement ideas for improving own performance.		
15.	Excellent organisational skills and the ability to undertake some administrative duties.	X	
16.	Proven ability to work to and meet deadlines.	X	
17.	Evidence of ability to undertake curriculum development.		X

About the Team

The School of Mathematics and Statistics has sixty members of academic staff made up of twenty professors, fifteen readers and senior lecturers, and twenty-five staff who are lecturers, university teachers or independent research fellows. There is a strong research ethos and an international reputation in research, with research groups in Algebra and Algebraic Geometry, Differential Geometry, Fluid Dynamics, Mathematical Biology and Environment, Number Theory, Particle Astrophysics and Gravitation, Probability, Solar and Plasma Physics, Statistics, and Topology. There are also fruitful interdisciplinary links across the University. In the 2014 Research Excellence Framework (REF), 89% of our submission was judged to be either internationally excellent or world leading.

The School offers 14 undergraduate programmes at MMath and BSc level, and teaches over 900 students. It also provides service teaching to other parts of the University, especially in Engineering. At postgraduate level, the School also offers a range of MSc courses, in statistics and mathematics, with around 70 students, and has over 70 PhD students. More information about the School, including information about our teaching and research activities is available on-line at www.shef.ac.uk/maths.

The School is a supporter of the LMS Good Practice Scheme for advancing the careers of women in mathematics. We welcome applications from women and minorities, and currently the proportion of women in our academic staff is slightly above the national average. Through the University, the School offers a wide range of family friendly policies; including maternity, paternity and adoption leave and flexible working. Details of these are available via www.sheffield.ac.uk/hr/guidance but if you wish to discuss these or other policies you are welcome to contact our Deputy Departmental Manager (Operations and Research) Ms Angie Rollinson a.rollinson@sheffield.ac.uk. Any enquiries will be treated confidentially.

Job Description

Main Duties and Responsibilities

- Deliver taught courses, which includes preparing and modifying teaching material, communicating subject matter and encouraging critical discourse to develop rational thinking, observing and reacting to student interventions, responding to questions outside class times and introducing innovative teaching methods as appropriate.
- Supervise undergraduate and postgraduate projects.
- Prepare and implement student assessments, which will include designing assessment instruments and criteria; marking assessments, ensuring adequate moderation; providing feedback; judging whether student circumstances should be taken into consideration in the assessment; and collating and providing final assessments of students.
- Undertake personal tutor/pastoral responsibilities for undergraduate and postgraduate students.
- Contribute to the life of the School, the Faculty and the wider University community through

administrative responsibilities and committee membership as and when appropriate.

- Undertake course evaluation, including facilitating student feedback, reflecting on own teaching design and delivery; and implementing ideas for improving own performance.
- Undertake curriculum development work, planning, development and evaluation of courses and course materials, and supervise course provision with support from senior colleagues as appropriate.
- Work actively to enhance the student experience, for example by delivering prompt feedback.
- Respond appropriately, promptly and proactively to requests and issues relating to teaching.
- Teaching-related and administrative work is allocated by the Head of School and various committees; you will also self-generate work through innovation in teaching and administration.
- Plan and prioritise own work and deal reactively with requests.
- Plan for teaching and assessment over the academic year.
- Any other duties, commensurate with the grade of the post.

Reward Package

Terms and conditions of employment: Will be those for Grade 7 staff.

Salary for this grade: £31,302 - £33,199 per annum pro-rata.

This post is fixed-term from 1 October 2019 to 28 February 2021.

This post is part-time working 75%, working pattern to be agreed.

If you join the University you will have access to a Total Reward Package that includes a competitive salary, a generous Pension Scheme and annual leave entitlement, as well as access to a range of learning and development courses to support your personal and professional development. You will have access to your own personalised portal where you can also access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example financial wellbeing, travel options, shopping and cinema discounts.



To find out more visit www.sheffield.ac.uk/hr/thedeal

We are committed to making the University a remarkable place to work and we support this through a number of sector leading services such as Juice.

Our innovative Health and Wellbeing service, Juice, encourages and supports staff to maintain their own positive health and wellbeing through a broad range of inclusive services and activities.



To find out more visit www.sheffield.ac.uk/juice

Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University.

*the***SheffieldLEADER**

To find out more visit www.sheffield.ac.uk/hr/sld

We are also proud of our award-winning equality and diversity action which enhances working life for all. 92% of staff tell us they are treated with fairness and respect (staff survey 2016)

www.sheffield.ac.uk/hr/equality



We are the only university to feature in the Sunday Times 100 Best Not-for-Profit organisations to work for 2018. In our staff survey (2016) 94% of staff said they were proud to work for the University and 89% of our staff would recommend the University as an excellent place to work. To find out more about what it's like to work here visit remarkable.group.shef.ac.uk

Selection – Next Steps

Closing date: For details of the closing date please view this post on our web pages at www.sheffield.ac.uk/jobs

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

It is anticipated that interviews and other selection action will be held on 12/13 August 2019. Full details will be provided to invited candidates.

For more information on our application and recruitment processes visit www.sheffield.ac.uk/jobs/info

Informal enquiries

For informal enquiries about this job and the recruiting department, contact: Professor Nick Monk, Head of School of Mathematics and Statistics at somas-hos@sheffield.ac.uk or on 0114 222 3857.

For administration queries and details on the application process, contact the lead recruiter: Ms Angie Rollinson, Deputy Departmental Manager at a.rollinson@sheffield.ac.uk or on 0114 222 4360.

For all online application system queries and support, visit: www.sheffield.ac.uk/jobs/applying

Creating a remarkable place to work

The Faculty of Science is committed to building outstanding teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience. We are open to exploring flexible delivery of the role, subject to business needs.

There is scope to discuss this prior to formal interview along with any other accommodation you may need to fulfil your potential and drive excellence in the role. We particularly welcome applications from currently under-represented groups including women, people with disabilities and those from minority ethnic backgrounds.

We are consistently ranked in the top 100 of the world's universities, but there's so much more to us than that. By joining the University, you will be joining award-winning teams and departments who are all working together to make the University of Sheffield a remarkable place to work.

Learn more [here](#).



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