



**FACULTY OF HEALTH AND LIFE SCIENCES
SCHOOL OF NURSING, MIDWIFERY AND HEALTH**

JOB DESCRIPTION & PERSON SPECIFICATION

1. JOB INFORMATION

Post Title: **Academic Marking Assistant**
Grade: **6 point 23**
Hourly Rate: **£15.11 per hour**
Mode: **As & When Required**
Ref: **REQ010245**

2. JOB DESCRIPTION

Purpose

The role will support Faculties / Schools by undertaking marking and provide feedback for assignments, coursework and / or examination scripts.

Main Duties and Responsibilities

1. Under the close supervision of a senior academic member of staff, responsible for marking assignments, coursework and / or exam scripts to set requirements as defined by the employing Faculty / Service / Centre.
2. Under the close supervision of a senior academic member of staff, moderate coursework, assignments and examination scripts as defined by the employing Faculty / Service / Centre as required.
3. Liaise with Module Leaders within the Faculty or School to ensure assessments meet the quality standard required.
4. Upload provisional marks to university IT system and deliver individual feedback to students where required.
5. Communicate and liaise with the Course Administrators as required by the Faculty / School.
6. To attend Faculty / School / Department training / meetings as required.
7. Abides by the University health and safety policies and practices.

AND such other duties as are within the scope and spirit of the job purpose, the title of the post and it's grading.

3. Supervision Received

Head / Associate Head of School / Module Leader

4. Supervision Given

None

5. Contacts

Students, University Staff at all levels

3. PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<i>Education/ Qualifications</i>	Honours degree & / or masters qualification	Recognised teaching qualification
<i>Experience (Paid and Unpaid)</i>	<p>Experience of marking assignments, coursework and exam scripts</p> <p>Recent experience of teaching in a higher educational setting</p> <p>Evidence of good/innovative pedagogic practice</p>	
<i>Job-related skills/ Aptitudes</i>	<p>Must be able to communicate clearly in writing and verbally</p> <p>Ability to deliver within agreed deadlines</p> <p>Ability to work independently, to take the initiative</p> <p>Commitment to delivering high quality services to students</p> <p>Good organisational skills</p> <p>Suitable level of proficiency in ICT and understanding of its application to teaching, learning and assessment</p>	Evidence of disseminating own 'good practice' effectively to others and of taking up 'good practice' from other sources into own work
<i>Interpersonal Skills</i>	<p>Effective oral and written communication skills in both individual and group situations</p> <p>Ability work as a member of a team or group</p> <p>Ability to relate to students with diverse backgrounds, ages and experience</p>	
<i>Other Requirements</i>	Ability to work flexibly, daytime, evenings and occasional weekends	Knowledge of Higher Education Sector