



THE UNIVERSITY *of* EDINBURGH

Job Description

Job Title: Demonstrator

Department / School: School of GeoSciences

Reports To: Course Organiser

Job Purpose

To demonstrate use of equipment (including, where relevant, software packages), experiments, exercises and/or standard techniques/processes, including social science or humanities data collection approaches, that may form an element of taught course of study in line with specific learning objectives, set by other academic staff. To oversee students carrying out such experiments, exercises etc. and offer assistance as appropriate.

Main responsibilities

1. To demonstrate safe use of equipment, conduct experiments, exercises, and/or techniques within established procedures and practices, answering straightforward questions that students may ask in relation to those demonstrations. To provide standard guidance and advice to students who are carrying out exercises, experiments, or other practical activities including online activities, feeding back any concerns on student learning to the Course Organiser, or other appropriate member of staff.
2. To check that equipment is functional and/or material for demonstrations, exercises etc. is prepared before the start of a session and packed up properly after the session. This may include assisting with the issue and collection of field equipment, supervising its cleaning, checking returned equipment, and assisting with packing.
3. To assist with the smooth running of excursions, and where practical sessions are held on residential or non-residential field trips. This may include leading small groups in the field, and helping with transporting arrangements.
4. To be aware of any health and safety implications of practical sessions including on field trips, and to take action to maintain a safe environment, complying with Health and Safety procedures and Equality, Diversity and

Inclusion guidance and training. Responsibilities include raising any concerns about student welfare or health and safety with the Course Organiser or other members of staff where appropriate, including the Student Experience Team. Where required, demonstrators are expected to fully participate in a de-brief of the (field) course or an incident.

5. Where required, to provide guidance to students during sessions and to provide feedback on learning activities to the Course Organiser to assist with course development.

Planning & Organising

Demonstrators are given clear instructions on the content and purpose of each teaching session. They are provided with a point of contact for any questions they may have or any support required, including about student welfare and Health and Safety guidance. They must ensure they are familiar with the equipment, tasks, processes etc. to be demonstrated and where necessary clarify anything with the Course Organiser or appropriate member of staff beforehand. As part of the preparation, they may be required to carry out standard checks on the equipment, and any online tools, to be used. Demonstrators on field courses/ field trips must familiarize themselves with, and abide by, the Code of Conduct and may be asked to support staff in sharing this with students where needed.

Problem Solving

Post-holders are expected to adjust their teaching delivery and support based on student or Course Organiser feedback, or their own reflections on student learning and to seek teaching advice from the Course Organiser, T&D Academic Coordinator or other academic staff as needed. They should not seek to support students with welfare or pastoral issues independently, rather they should signpost students towards support or pass onto the Course Organiser, or other appropriate member of staff, concerns relating to students' health and safety or pastoral issues. They should be aware of the student support system to direct students appropriately and/or refer the issue to the appropriate member of staff. Pastoral issues must be treated with sensitivity and discretion.

Decision Making

The post-holder is expected to answer straightforward questions from students during teaching sessions to support their learning. The post-holder decides when to seek guidance from/pass queries on to more senior colleagues. They would feedback to the Course Organiser any concerns, e.g. students experiencing difficulties in the learning process, equipment not working properly etc. They need to react to any health and safety or other emergencies during the session and report any health and safety or welfare concerns to their Course Organiser, Health and Safety Manager or Student Experience Team as appropriate

Knowledge Skills and Experience

The post-holder will have:

- Vocational qualifications to N/SVQ 3 or school education to equivalent level.
- Experience of demonstrating preferred
- Excellent communication skills, including the ability to explain concepts in a clear and understandable manner.
- Excellent organisational skills.
- Sufficient knowledge of the discipline/topics under discussion.
- Understanding of the basic principles of teaching, learning and assessment.
- Understanding of and ability to apply relevant Health and Safety and other University policies and procedures, including manual handling.
- Willingness to further develop teaching skills, including to undertake training

Dimensions

No financial responsibilities. Not responsible for any other members of staff.

Has health and safety responsibility for students through supervision and adoption of correct processes/procedures.

Key contacts and relationships

Students to whom demonstrating. Course Organiser.
Other tutors or demonstrators/teaching staff on the course.
Course Administrator and relevant support staff
Student Experience Team
T&D Administrator
T&D Academic Coordinator

Additional Information

Practical sessions held or supported by demonstrators are an important element of undergraduate, postgraduate, or adult education courses. Practical sessions may be held in a classroom, laboratory or as part of residential and non-residential field trips. Online delivery of some teaching activities such as a discussion session will be supported by demonstrators to facilitate better communication with the lead teaching staff.

If you require this document in an alternative format please contact HR by email at HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.