



Job Description

Job Title: Demonstrator

Department / School: School of History, Classics and Archaeology

Reports To: Dr. Manuel Fernández-Götz

Job Purpose

To support Archaeology teaching through demonstration of the use of practical equipment, experiments, exercises and/or processes that usually form an element of postgraduate and some undergraduate courses and are in line with specific learning objectives, set by others. To oversee students carrying out such exercises etc., and offer assistance as appropriate, including the provision of detailed explanation of how the activity relates to the wider area of study.

Main responsibilities

The job duties and responsibilities listed below are intended to describe the general nature of the role, which may be undertaken by post-holders. The duties and responsibilities, and the balance between the elements in the role, may change or vary depending on specific needs at specific points in time, or due to changing needs of the subject area. Post-holders should note that there may not be an immediate requirement to carry out all the activities listed below.

- To demonstrate the use of practical equipment, experiments, exercises and/or processes and to answer questions related to those demonstrations including provision of detailed explanation of how the activity relates to the wider area of study.
- To assist and provide guidance, where required, to students who are carrying out practical exercises.
- To be aware of any health and safety implications of procedures, and take action to maintain a safe environment, raising any concerns with the course organiser or lecturer (as appropriate).
- To be aware of appropriate ethical standards and guidelines in archaeology.
- Where required, to assist in marking student tests set by the course organiser/lecturer using defined marking criteria where marking requires little or no interpretation.
- Where required, to provide factual feedback to students and the course organiser/lecturer.
- Where required, to ensure that equipment, exercise or process is functional

and/or material for demonstrations, exercises etc. is prepared before the start of a session.

- Where appropriate to assist with the invigilation of non-centrally organised assessments, such as in-class tests.
- To be aware of Equality, Diversity and Inclusion and to voice any concerns, or concerns raised by students, to the course organiser.

Key Contacts/Relationships

Students, at both undergraduate and MSc level.

Course Organiser, other tutors, demonstrators and teaching staff on the course.

Teaching Director and Director of Undergraduate Studies.

Course Administrator, Student Support, and relevant support staff.

Archaeology Lab Technician.

Tutor and Demonstrator Co-ordinator.

Planning & Organising

- Demonstrators must ensure they are familiar with the tasks and equipment to be demonstrated and clarify anything where necessary with the course organiser/lecture or work supervisor beforehand.
- The Demonstrator may be required, to carry out checks on the equipment to be used.
- Planning may be as required to deliver the prescribed tasks within pre-set parameters of session.

Problem Solving

- Post-holders are expected to resolve most problems relating to own teaching activity independently and pass onto the Course Organiser, Student Support, or other appropriate member of staff, more complex issues including concerns relating to students' health and safety or pastoral issues.
- In interacting with students, they should recognize any personal problems that may have a negative impact on academic functioning and 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

- Post-holders are expected to guide students and answer their questions, deciding when to refer queries and issues to the Course Organiser, Student Support, or other appropriate member of staff.
- Post-holders who undertake marking are provided with marking guidelines and criteria. Initial marks and formal feedback may be submitted to the Course Organiser or other appropriate member of staff for approval where appropriate. Post-holders are expected to react to any health and safety or other emergencies during the session and report any health and safety concerns to the Course Organiser and Archaeology Lab Technician.

Knowledge Skills and Experience

Attribute	Essential	Desirable
Education, Qualifications & Training		<ul style="list-style-type: none"> Will usually hold a degree, or equivalent, relevant to the teaching area.
Knowledge & Experience	<ul style="list-style-type: none"> Depending on the nature of the work area the post-holder will have the ability to assemble and use relevant lab/computer equipment relevant to the experiments, exercises and/or processes. Sufficient knowledge and skills to adequately explain clearly the item/issue being demonstrated matching that to the needs of the specific group including provision of more detailed explanation of how the activity relates to the wider area of study/underlying theory or understanding of relevant principles and techniques along with 	
	the ability to guide students in their areas.	

Dimensions

No financial responsibilities. Not responsible for other members of staff. Post-holders will normally work with small groups.

Health & Safety Requirements for the role

This job requires:

- Lab Health & Safety Handbook

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.