



# THE UNIVERSITY *of* EDINBURGH

## Job Description

<b>Job Title:</b>	Demonstrator
<b>Department / School:</b>	Biology Teaching Organisation, School of Biological Sciences.
<b>Reports To:</b>	Teaching Support and Student Experience Officer.

## Job Purpose

To demonstrate the safe use of equipment (including, where relevant, software packages), experiments, exercises and/or standard scientific techniques and procedures, including data collection approaches, that may form an element of a taught course of study in line with specific learning objectives, set by others. To oversee and guide students carrying out such experiments, exercises etc. and to help as appropriate. Demonstrating may be in person or online.

## Main responsibilities

1. To support student learning through demonstrating the safe use of equipment, conduct of experiments, exercises, and/or scientific techniques within established procedures and practices, and responding to queries that students may have relating to area of expertise, seeking guidance where necessary. (40%)
2. To advise and assist students in the preparation, assembly and application of equipment (including software packages), carrying out exercises, experiments, or other practical activities, and/or deployment of techniques, including online activities (40%).
3. Where required, to provide limited factual feedback to students and to provide feedback on learning activities to the Course Organiser, or other appropriate member of staff, to assist with course development. (11%)
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 Support Team. Where required, demonstrators are expected to fully participate in a de-brief of the (field) course or an incident. (3%)

5. Where required, 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%)
6. To assist with the smooth running of excursions, where practical sessions are held on non-residential field trips. This may include leading small groups in the field and helping with transporting arrangements. (3%)

## **Planning & Organising**

Demonstrators are given clear instructions on the content and purpose of each teaching session. They must ensure they are familiar with the equipment, tasks, processes etc. to be demonstrated and where necessary to 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. They are provided with a point of contact for any questions they may have, or any support required, including student welfare and Health and Safety guidance. Demonstrators (on field courses/ field trips) must familiarize themselves with the Code of Student Conduct and may be asked to support staff in sharing this with students where needed.

## **Problem Solving**

Post-holders are expected to resolve simple problems independently and pass more complex problems onto more senior colleagues, including any concerns relating to students' health and safety or pastoral issues that may arise. They should adjust their support based on student or Course Organiser feedback, or their own reflections, and seek teaching advice from the Course Organiser, the Academic Lead for Tutors and Demonstrators, or other academic staff, as needed. 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 respond to queries, tasks and issues relating to their expertise and work area, from students during sessions to support student 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

Attribute	Essential	Desirable
<b>Education, Qualifications and Training</b>	Educated to N/SVQ 3 in relevant subject	Degree in relevant subject.
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Specific practical skills and the ability to assemble and use equipment (including, where relevant, software packages) relevant to the experiments, exercises and/or processes.</li> <li>• Well-developed working knowledge of technical or scientific practices and procedures, acquired through relevant experience,</li> <li>• Excellent communication skills, including the ability to explain concepts in a clear and understandable manner, and the ability to match explanations to the needs of the specific group.</li> <li>• Understanding of an ability to apply policies and procedures relevant to role, such as Health and Safety</li> <li>• Excellent organizational skills.</li> <li>• Understanding of the basic principles of teaching, learning, and assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of demonstrating.</li> <li>• Willingness to develop teaching skills, including undertaking training.</li> </ul>

## 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**

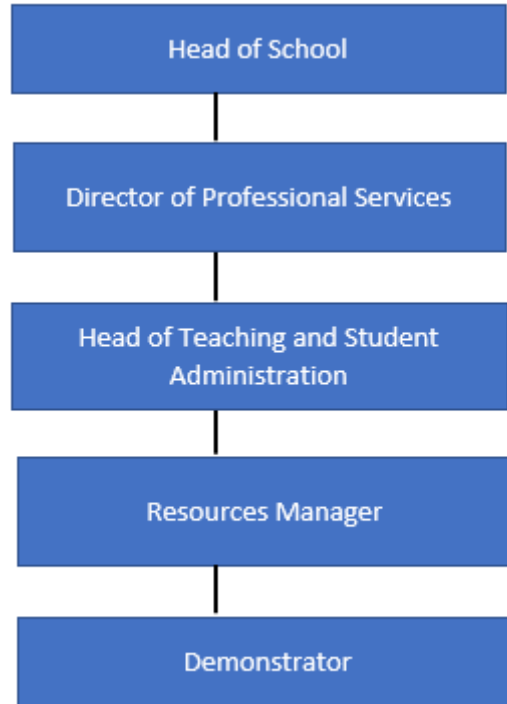
Students to whom demonstrating.  
Course Organiser and Floor Leader  
Other demonstrators and teaching staff on the course.  
Course Administrator and relevant support staff  
BTO Resource Manager  
Academic Lead for tutors and demonstrators.  
Student Support Team

## **Key job hazard information specific to the role.**

This role may result in potential exposure to certain hazards as listed below. These will be risk assessed by the school or department, which may require you to participate in, for example, health surveillance or follow other health and safety requirements.

- Working with animals including farm animals, insects and birds.
- Working with pathogens or pathogen infected materials.
- Working with human tissues and blood.
- Work or contact with non-ionizing radiation sources such as lasers and hazardous EMF sources.
- Exposure to respiratory skin sensitizers, for example solder flux, latex isocyanates, wood dust, glues and resins.
- Toxic metals, for example lead, mercury, thallium.
- Respiratory Protection.
- Other.

## **Organization chart**



### **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 , 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](mailto:HRHelpline@ed.ac.uk) or by telephone on 0131 651 5151.