



Anna Freud

Job title	Teaching Assistant - Research Methods
Reporting to	Deputy Programme Director - MSc Developmental Psychology and Clinical Practice
Employer	Anna Freud
Salary	£26,000 FTE per annum, plus 6% contributory pension scheme
Location	Hybrid (a mixture of home/onsite working): Workshops take place face-to-face at University College London's Main Campus on Tuesday mornings; other work can be flexible/remote. The post-holder may be required to attend occasional meetings at Anna Freud (4-8 Rodney Street, London N1 9JH).
Working hours	Part-time (50 hours per annum, including teaching, preparation and marking). Teaching is on Tuesday mornings (1-hour face-to-face workshops onsite) in Term 1 and Term 2 (November to March/April). Marking takes place in Term 3 (usually in May) Preparation time/days can be flexible.
Holidays	27 days plus Bank Holidays FTE
Contract type	Permanent
DBS level	Standard

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

The Teaching Assistant will be based within the Postgraduate Studies Department in the Education and Training Division and will be involved in teaching students from two Masters-level courses. The two programmes focus on child development: the MSc Early Child Development and Clinical Applications and the MSc Developmental Psychology and Clinical Practice. Together, these courses have an annual intake of around 40 students, from a variety of backgrounds and countries.

The main purpose of the post is to teach weekly SPSS tutorials during which students work through practical statistics exercises in a computer lab. The Teaching Assistant's role is to help students with technical aspects of using SPSS, as well as to assist in guiding students towards an understanding of statistical concepts and proper interpretation of data and statistical results.

Main responsibilities of the role

Teaching

- To work alongside the Module Lead for Research Methods to deliver one SPSS tutorial per week, during which students work through a computer-based practical statistics exercises. The tutorials are delivered from November through March/April (four weeks in Term 1 and 10 weeks in Term 2).
- To prepare in advance for these sessions through familiarisation with the course material.

Assessment and Marking

- To assist the Module Lead in preparation of the assessment paper.
- To mark the allocated number of student papers submitted as part of the module assessment, in line with University College London (UCL) regulations and timeframes.

Administration and planning

- To attend meetings as required, including a planning meeting with the Module Lead, and marking calibration and moderation meetings.

All employee responsibilities:

- To maintain an awareness of and actively follow and promote Anna Freud's policies, including Health and Safety, Safeguarding and Information Governance;

- To complete all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements;
- To lead by example by demonstrating the values and behaviours in the Anna Freud behavioural framework, making sure both how we work and what we achieve are equally important;
- To contribute to a values-led culture, recognising that the behavioural framework is shaped by staff across Anna Freud.

To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Person Specification

Before starting your application, please view the table and further information below in full to understand the role requirements. The key criteria used to assess candidates are listed below. Please refer to the assessment method for which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview/Task)
Qualification/training, experience and/or knowledge	
Undergraduate degree, preferably in Psychology, Social Science, or a related discipline, involving substantial training in statistics;	Application
Postgraduate degree (MSc or equivalent) involving training in statistics or one year's experience of using statistics for research projects;	Application
Knowledge of principles of statistical data analysis and key statistical concepts, including descriptive statistics, basic probability theory, parameter estimation, hypothesis testing, confidence interval estimation, effect size and statistical power.	Application
Skills and/or abilities	
Ability to use SPSS for data manipulation and statistical analysis, including t-test, correlation, factorial analysis of variance, multiple linear regression and non-parametric tests	Application/Interview
Ability to explain statistical concepts in a clear way	Interview
Ability to use online platforms for meetings and teaching delivery (e.g. Teams, Zoom, and Moodle)	Application/Interview
Excellent general IT skills (e.g. competent user of Microsoft Office suite).	Application/Interview
Other requirements (where applicable)	

Ability to accommodate to the teaching/marking schedule for this role (teaching four weeks in Term 1 and 10 weeks in Term 2; marking at the beginning of Term 3).	Interview
Commitment to high-quality teaching and fostering a positive and inclusive learning environment for students.	Interview

During the interview(s), candidates will be asked about our values and equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. Please read about [our values](#) and [our commitment to EDI](#) before starting your application.

Equal opportunity

We ask you to share your diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our Recruitment team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage, therefore your responses do not form part of our selection process. Please read [our selection process](#) for what to expect when applying for a role.

Further support

We want to ensure all candidates can access and apply for our vacancies equitably. We aim to provide reasonable adjustments where operationally possible for the work that we do. Please read our [application guidance](#) for frequently asked questions. If you require any assistance to apply or would like to find out more about the role, please contact us via recruitment@annafreud.org.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.