

THE UNIVERSITY OF NOTTINGHAM
Role Profile Form

Job Title: Teaching Associate

School/Department: School of Life Sciences

Job Family and Level: Research and Teaching Level 4 (Teaching Focus)

Contract Status: Fractional (Term Time), fixed term until 14 January 2020

Hours of Work: 25.5 hours per week Term Time

Location: School of Life Sciences, Medical School

Reporting to: Head of the Education Division

Purpose of the Role:

The primary purpose of the role will be to undertake undergraduate teaching and provide advice as a member of the Neuroscience teaching team within an established programme of study. The role holder may also contribute to curriculum development in the School.

The role holder will have specific responsibility for identifying the learning needs of students and ensure that the content, methods of delivery and learning materials meet the defined learning objectives of undergraduate Neuroscience courses.

The role holder will be involved in the development of new teaching and assessment practices and/or developing systematic methods for evaluating and disseminating these practises within the School/Faculty.

Main Responsibilities	
1.	To plan, manage and deliver teaching, and provide advice as a member of the Neuroscience Teaching Group and programmes of study, in a variety of settings including small group tutorials as well as lectures, practical classes, and final year undergraduate projects.
2.	To supervise and provide first line support for final year undergraduate student research projects (e.g. laboratory experiments, data analysis, systematic reviews).
3.	Identify the learning needs of students and ensure that the content, methods of delivery and learning materials meet the defined learning objectives of undergraduate Neuroscience courses.
4.	To collaborate with academic colleagues on areas of shared interest e.g. course development, curriculum changes.
5.	To be involved in collaborative decision making with colleagues on the assessment of students work to identify and respond to the diversity of students' needs.
6.	To contribute to the effective management and administration of the School by performing duties allocated by the Head of Division. This may include responsibility for administrative duties in areas such as admissions, examinations, and assessment of progress and student attendance.
7.	To contribute to organising resources and effective decision making in support of teaching. Maintain records and materials in support of teaching activities
8.	To develop and continually update knowledge and understanding in field or specialism and to seek ways of improving own performance by reflecting on pedagogical teaching design, delivery and obtaining and analysing feedback in order to develop own teaching and learning skills.
9.	Conduct assessment and marking as appropriate.

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	PhD or equivalent in Neuroscience or relevant subject area or the equivalent in professional qualifications.	Higher Education teaching qualification (or working towards).
Skills/Training	<p>Evidence of excellent oral and written communication skills, including the ability to communicate with clarity on complex information.</p> <p>High analytical ability to facilitate conceptual thinking, innovation and creativity</p> <p>Ability to creatively apply relevant approaches to teaching and learning support.</p> <p>Ability to assess and organise resource requirements and deploy effectively.</p>	<p>Ability to engage and retain the interest and enthusiasm of students and inspire them to learn.</p> <p>Ability to design course materials and plan to and organise the delivery and assessment of taught courses within an agreed quality framework.</p>
Experience	<p>Evidence of previous teaching experience at Higher Education level.</p> <p>Relevant experience/understanding of the following areas of content: Neuroscience and Physiology.</p>	<p>Supervision of students in the lab environment.</p> <p>Experience of Moodle (or similar online learning environment).</p> <p>Experience of marking and assessment, including online assessments (e.g. with Rogo).</p> <p>Pastoral care of undergraduates.</p>
Statutory/Legal		