**Role Profile**

**Job Title:** Teaching Associate in History  

**School/Department:** Department of History, School of Humanities  

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

**Contract Status:** Fixed term from 1st September 2019 – 31st August 2020  

**Hours of Work:** 36.25 per week  

**Location:** University Park, University of Nottingham UK campus  

**Reporting to:** Head of History  

**Purpose of the Role:**  
The purpose of the role is to provide high quality teaching in modern history and to contribute to the planning, design and development of teaching in that area. The candidate will also have personal tutoring responsibilities and will undertake such administrative tasks as agreed with the Head of Department. The post holder will contribute to teaching development, including individual or collaborative teaching development projects.

### Main Responsibilities

1. To plan, manage and deliver teaching, both in convening and delivering the final year module, ‘The British Slave Trade and Abolition’, in contributing to team taught teaching within History programmes of study, including small group seminars and tutorials, as well as lectures, and in supervising undergraduate and masters level dissertations.
   - Be responsible for and comply with The University of Nottingham Teaching Quality assurance standards and procedures. Ensure teaching quality assessment and assessment of progress and other information is maintained and supplied to the University as required.
   - To identify the learning needs of students and ensure that the content, methods of delivery and learning materials meet the defined learning objectives of the relevant History modules.
   - To contribute to the development of teaching and teaching methods and assessments in the academic unit including planning, designing and developing objectives and material, making appropriate use of new technologies co-ordinating with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
   - To coach and support tutorial groups, developing their knowledge and their learning skills, and to be responsible for the pastoral care of students within a specified area, dealing with sensitive issues.
   - To contribute to the accreditation of courses and quality control processes. Tackle issues affecting the quality of delivery within the scope of own level of responsibility, referring more serious matters to others, as appropriate.
- Be responsible for the safe conduct of work within work area and teaching responsibilities ensuring that the School's arrangements for compliance with the University Safety Policy are implemented.

2. To engage in subject, professional and pedagogical research as required supporting teaching and development activities, and disseminating knowledge to the wider academic community.

3. To carry out administrative duties as directed by Head of Department

### Knowledge, Skills, Qualifications & Experience

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | • Excellent oral and written communication skills, including the ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding as well as to peers, using high level skills and a range of media.  
• Ability to design and deliver high quality and up-to-date course materials.  
• Ability to use a range of delivery techniques and technologies to inspire and engage students.  
• High level analytical capability to facilitate conceptual thinking, innovation and creativity.  
• Skills in counselling, pastoral care and motivating students.  
• Ability to manage resources and an understanding of management processes.  
• Ability to build relationships and collaborate with others, internally and externally.  
• Ability to manage projects relating to own area of work and the organisation of external activities such as placements and field trips. | • Emerging skills in managing, leading and motivating staff. |

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|                         | Experience and demonstrable success in delivering undergraduate teaching in History.  
Research experience and achievement in chosen field, reflected in research publications, current research projects and future research plans. | • Track record in development and delivery of specialist undergraduate History modules.  
• International research reputation.  
• Experience of counselling, pastoral care and motivating students. |

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<th>Qualifications, certification and training (relevant to role)</th>
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|                                                             | • Candidates must have a PhD already awarded (or to be awarded by the time they take up the appointment) in history. | • Higher Education teaching qualification or equivalent.  
• Membership of an appropriate professional teaching body. |
The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.