



Job title	Teaching Associate in American and Canadian Studies	Job family and level	Research and Teaching, Level 4 (teaching focus)
School/ Department	School of Cultures, Languages and Area Studies, Department of Modern Languages and Cultures	Location	Trent building, University Park Campus

Purpose of role

This post will provide teaching and associated administrative duties in the Department of American & Canadian Studies, providing replacement teaching for a Leverhulme Award holder and other faculty currently covering non-teaching roles. Precise duties may vary, based on the shifting demands of the teaching programme.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Teaching and Assessment</p> <ul style="list-style-type: none"> ▪ To co-teach or co-convene core American History modules in all years of undergraduate study, covering the early 17th century to the early 21st century, for example, Key Texts in American Social and Political Thought, and to co-teach and convene other optional modules as appropriate, for example, African American History and Culture. ▪ To supervise and assess undergraduate dissertations ▪ To undertake a two-day Introductory Course on effective teaching and the PGCHE (Postgraduate Certificate in Higher Education), if appropriate. ▪ To contribute to curriculum development and the preparation of course materials. 	90%
2	<p>Administration</p> <ul style="list-style-type: none"> ▪ To undertake allotted administrative roles (in areas related to assessment, examinations, or attendance, for example) where appropriate ▪ To provide pastoral care of undergraduate students (personal tutor). 	10%

	<ul style="list-style-type: none"> ▪ To contribute to outreach, recruitment and widening participation activities. ▪ To attend committees, working groups and relevant Department or School meetings. ▪ To undertake other administrative duties as directed by the Head of Department. 	
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Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Ability to design course materials and to plan and organise the delivery and assessment of taught courses, in both face-to-face and online modes, within an agreed quality framework. ▪ Ability to deliver modules to large (50+) and small groups, in both face-to-face and online modes, using lectures, seminars and tutorials, as appropriate. ▪ Ability to provide high quality pastoral care for students with varying personal, health, and academic needs. ▪ Excellent communication skills 	<ul style="list-style-type: none"> ▪ Previous experience of undergraduate dissertation supervision.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Previous experience of departmental administrative roles (e.g. assessment, examinations) ▪ Experience in teaching American History modules in all years of undergraduate study, covering the early 17th century to the early 21st century. 	<ul style="list-style-type: none"> ▪ Previous experience of departmental administrative roles (e.g. assessment, examinations or attendance monitoring)
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ PhD in American Studies or PhD in American History or cognate field 	<ul style="list-style-type: none"> • 30 credits of a UK Postgraduate Teaching Certificate or Education-related Masters (or equivalent) ▪ Higher Education Academy Fellow status or equivalent nationally recognised status for HE teaching from another country



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



