



Job title	Teaching Associate in Early Modern History	Job family and level	Research & Teaching level 4
School/ Department	History	Location	University Park Campus

Purpose of role

The purpose of the role is to provide high quality teaching in early modern history and to contribute to the planning, design and development of teaching in that area. Teaching will be at all levels of the undergraduate curriculum and include convening and teaching 'From East India Company to West India Failure (Level 2), supervising undergraduate dissertations, and contributing to first year team taught modules including 'Learning History' and 'From Reformation to Revolution'. The candidate will also have personal tutoring responsibilities and will undertake such administrative tasks as agreed with the Head of Department.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	To plan, manage and deliver own teaching, and provide advice as a member of the teaching team within History programmes of study, including small group seminars and tutorial as well as lectures.	60%
2	To contribute generally 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.	10%
3	To engage in subject, professional and pedagogical research as required supporting teaching and development activities and disseminating knowledge to the wider academic community.	10%
4	Be responsible for administrative duties in areas such as admissions, timetabling, examinations, student attendance, and represent the school on various committees and working groups in the wider University and outside of the University and managing or monitoring assets and budgets allocated as part of the role.	20%

Person specification

	Essential	Desirable
Skills	<p>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.</p> <p>Ability to design and deliver high quality and up-to-date course materials.</p> <p>Ability to use a range of delivery techniques and technologies to inspire and engage students, and to facilitate effective online learning.</p> <p>High level analytical capability to facilitate conceptual thinking, innovation and creativity.</p> <p>Skills in counselling, pastoral care and motivating students.</p> <p>Ability to manage resources and an understanding of management processes.</p> <p>Ability to build relationships and collaborate with others, internally and externally.</p> <p>Ability to manage projects relating to own area of work and the organisation of external activities such as placements and field trips.</p>	<p>Emerging skills in managing, leading and motivating staff.</p>
Knowledge and experience	<p>Experience and demonstrable success in delivering undergraduate teaching in History.</p> <p>Research experience and achievement in chosen field, reflected in research publications, current research projects and future research plans.</p> <p>Experience of early modern history.</p>	<p>Track record in development and delivery of specialist undergraduate History modules.</p> <p>International research reputation in specialist field.</p> <p>Proven expertise in the development and delivery of online teaching materials.</p> <p>Experience of counselling, pastoral care and motivating students.</p>

<p>Qualifications, certification and training (relevant to role)</p>	<p>Candidates must have a PhD already awarded (or to be awarded by the time they take up the appointment) in early modern history.</p>	<p>Membership of an appropriate professional teaching body, where appropriate.</p> <p>Higher Education teaching qualification or equivalent.</p>
---	--	--



The University 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.

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

