



Job title	Teaching Associate	Job family and level	Research and Teaching Level 4 (Teaching Focus)
School/ Department	School of Sociology and Social Policy - Centre for Social Work	Location	Law and Social Sciences Building, University Park

Purpose of role

The primary purpose of the role will be to undertake teaching and assessment duties in the Centre for Social Work which is part of the wider School of Sociology and Social Policy. The role holder will work as a member of a team that delivers teaching to students in social work at both undergraduate and postgraduate levels and will contribute to the planning, design and development of innovative degree programmes. They will be required to supervise postgraduate dissertations and provide academic, pastoral and placement support to personal tutees. They will also be required to contribute to the effective management and administration of the School and the Centre for Social Work team by performing administrative duties allocated by the Head of School.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	<p>Teaching</p> <ul style="list-style-type: none"> To provide high quality teaching on the BA in Social Work and MA in Social Work, including acting as the convener or co-convener of modules where required and delivering skills days. To plan, deliver and assess high-quality teaching on undergraduate and postgraduate social work programmes To plan and manage own teaching in a variety of settings including through blended learning, online delivery and engagement as well as face-to-face teaching. To maintain the currency of teaching material and content through engagement with practitioners and research in relevant subject areas. To identify students' learning needs and ensure that the content, methods of delivery and learning materials enable them to achieve the learning outcomes of the relevant modules and programmes. To provide academic, placement and pastoral support to students as a personal tutor in accordance with relevant University standards. To address student issues of professional development and competency To maintain appropriate records relating to teaching, learning, assessment and any academic and pastoral support provided to students. 	75

	<ul style="list-style-type: none"> • To seek ways of improving own performance by reflecting on the design and delivery of teaching and obtaining and analysing feedback in order to develop own teaching and learning skills. • To make a significant contribution to the success of the School, including by successfully undertaking an administrative role and/or the administrative management of specific initiatives 	
	<p>Administration</p> <ul style="list-style-type: none"> • To contribute to the effective management and administration of the School and the Centre for Social Work team by performing duties allocated by the Director of Centre for Social Work and/or Head of School. (This may include responsibility for administrative duties in areas such as admissions, examinations etc) • To contribute to the recruitment of students through participating, for example, in interviews and university open days 	20
	<p>Collegiality</p> <ul style="list-style-type: none"> • To collaborate with academic colleagues on areas of shared interest and need e.g. in course development, curriculum changes, student skills assessment and collaborative or joint projects. • To undertake any other tasks that are reasonably requested by colleagues or managers 	5

Person specification

	Essential	Desirable
Skills	<p>Ability to contribute to the planning, design and development of taught programmes relevant to social work</p> <p>Ability to design and deliver teaching in social work at undergraduate and postgraduate levels to both small and large groups of students online and face to face</p> <p>Ability to design and deliver teaching in one or more of the following areas:</p> <ul style="list-style-type: none"> • Law for social work • Child and families social work • Adult and families social work • Safeguarding • Human growth and development <p>Ability to supervise undergraduate and postgraduate students through individual and group tutorials and visiting their practice placements.</p> <p>Excellent inter-personal skills and the ability to work effectively as a team player</p> <p>Ability to use ICT competently</p> <p>Excellent oral and written communication skills, including the ability to communicate complex information clearly and concisely.</p> <p>Time management and organisational skills necessary to complete administrative and other tasks effectively and on time.</p> <p>Ability to build relationships and collaborate with others, both internally and externally.</p>	<p>Ability to supervise MA dissertations</p>
Knowledge and experience	<p>Relevant experience in social work or social care practice</p> <p>Experience of teaching or training social workers or social work students</p>	<p>Experience of delivering a blended learning approach</p> <p>Experience of providing academic and pastoral support to students.</p>

	<p>Experience of developing teaching or training materials</p> <p>Experience of successfully managing competing demands in a busy working environment</p> <p>Extensive knowledge of the theory and practice of social work</p>	<p>Experience of marking undergraduate or postgraduate student assignments</p>
<p>Qualifications, certification and training (relevant to role)</p>	<p>Qualified Social Worker (eligible for registration with Social Work England) and at least three years post qualifying experience</p>	<p>Registered with Social Work England</p> <p>Higher education teaching qualification (or working towards)</p> <p>Qualified and experienced Practice Educator</p> <p>MA and/or PhD in related area</p>



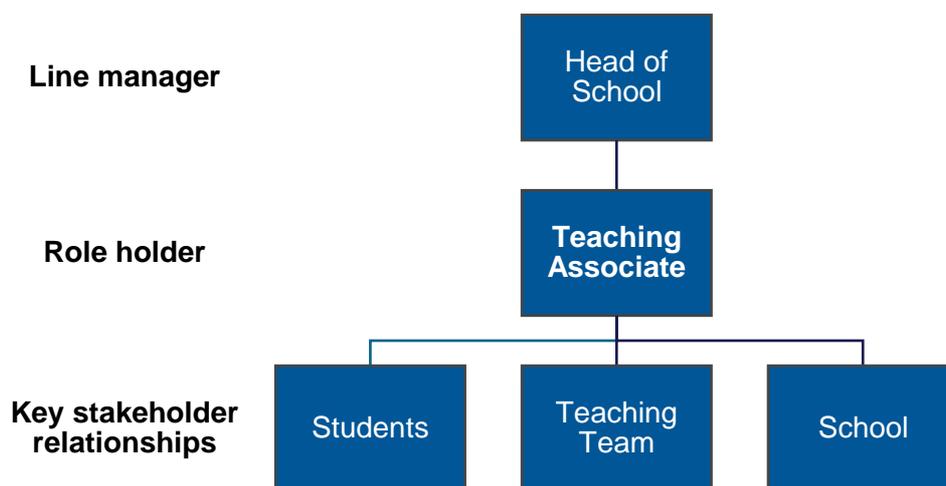
The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality 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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others



Informal enquiries may be addressed to the Director of the Centre for Social Work, Rachael Clawson, email: Rachael.Clawson@nottingham.ac.uk Please note that applications sent directly to this email address will not be accepted.

The Centre for Social Work (CSW)

Social work education has been delivered in the Centre for Social Work at the University of Nottingham for over 60 years. The CSW views the role of the social work profession as being to promote social and personal change and problem-solving in human relationships and communities and all our teaching and research activities support this philosophy. We are a dynamic, influential centre with involvement nationally and internationally in the development of social work education and research. We have excellent working partnerships with local employers, and our teaching is highly rated by our students. Our research covers a range of social work themes including adult and child protection, prevention and early intervention, disability and innovative practice models. We support a growing student PhD community and we have a strong track record of research grant capture. We offer a supportive, collegiate environment with numerous opportunities for joint working with staff in the Centre and in the School.

We deliver a three-year, qualifying undergraduate BA Social Work programme and a two-year postgraduate MA Social Work programme. Our approach includes social work practitioners in teaching students and the involvement of service users. We work closely with our local partner agencies to ensure our students get the best possible learning experience on placement as well as in the classroom.