



Job title	Teaching Associate in Ancient Greek Language and Literature	Job family and level	Research and Teaching Level 4 (Teaching Focus)
School/ Department	Department of Classics and Archaeology in the School of Humanities	Location	University Park Campus

Purpose of role

The primary duties of the person appointed will be to teach, assess, and administer modules in ancient Greek language and literature and other areas according to area of expertise, at undergraduate and postgraduate level. In particular, the candidate must be prepared to:

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Contribute to the design, teaching, administration, and assessment of Autumn semester undergraduate modules in ancient Greek language, literature, and culture. This includes designing, convening and teaching second/third year introduction to ancient Greek medicine, co-teaching post-beginners ancient Greek, and co-teaching to first year introduction to ancient Greek literature.	80%
2	Supervise a number of final-year undergraduate dissertations and MA dissertations.	5%
3	Provide pastoral support for the Department's undergraduate and postgraduate students.	5%
4	Contribute to the effective management and administration of the Department by performing duties allocated by the Head of Department.	5%
5	Contribute to organising resources and effective decision making in support of teaching. Maintain records and materials in support of teaching activities.	5%

Person specification

	Essential	Desirable
Skills	<p>Ability to teach ancient Greek language, literature, and culture effectively at all levels in a higher education context.</p> <p>Ability to supervise final-year undergraduate dissertations and MA dissertations in Classical literature, broadly understood.</p> <p>Strong commitment to the Department, especially in terms of collegial approach.</p> <p>Ability to work in a team and independently.</p> <p>Excellent interpersonal skills</p> <p>Excellent communication skills.</p> <p>Ability to relate to students in terms of both teaching and pastoral care.</p>	<p>Ability to contribute effectively to Departmental administration.</p>
Knowledge and experience	<p>Previous teaching experience at Undergraduate level.</p> <p>Previous teaching experience in on-line formats, such as Zoom or MS Teams.</p>	<p>Lecturing experience.</p>
Qualifications, certification and training (relevant to role)	<p>A PhD successfully completed or near completion.</p> <p>Specialism in ancient Greek language, literature, and culture.</p>	<p>A PGCHE or equivalent qualification.</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

