## Role profile

### Job title
Teaching Associate

### Job family and level
Research and Teaching Level 4 (Teaching Focus)

### School/Department
School of Sociology and Social Policy

### 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 across a range of established programmes of study in the School of Sociology and Social Policy. The role holder will work as a member of a team that delivers teaching for students in sociology and criminology at both undergraduate and postgraduate levels. This may involve qualitative and quantitative research methods alongside core subject content and skills. They will have specific responsibility for identifying the learning needs of students in their classes and ensuring that the content, methods of delivery and learning materials enable them to achieve the learning outcomes of the relevant modules and programmes. They may also be required to supervise undergraduate and postgraduate dissertations and provide pastoral support to personal tutees.

## Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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<td>75</td>
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### Teaching
- To undertake teaching and assessment duties as a member of the teaching team in sociology and criminology on core and specialist modules across all levels of undergraduate and postgraduate teaching in accordance with the quality standards set by the University.
- To act as the convenor or co-convenor of modules where required.
- To plan and manage their own teaching in a variety of settings including online delivery and engagement as well as face-to-face teaching.
- 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 develop and employ innovative and appropriate teaching methods and materials which stimulate interest, understanding and enthusiasm among students.
- To provide academic and pastoral support to students as a personal tutor in accordance with relevant University standards.
- To supervise and provide first line support for undergraduate and/or postgraduate students’ dissertations, projects, fieldwork and placements as appropriate.
- To contribute to collaborative decision-making with colleagues on the development of teaching programmes in sociology and criminology, their delivery and assessment and the provision of academic and pastoral support to students taking those programmes.
- To contribute to organising resources and effective decision making in support of teaching.
- To maintain appropriate records relating to teaching, learning, assessment and any academic and pastoral support provided to students.
- To develop and continually update knowledge and understanding in sociology and criminology generally and a particular field or specialism.
- To seek ways of improving their own performance by reflecting on the design and delivery of teaching and obtaining and analysing feedback in order to develop their own teaching and learning skills.

**Administration**
- To contribute to the effective management and administration of the School and the subject teaching team in sociology and criminology by performing duties allocated by the Head of School. (This may include responsibility for administrative duties in areas such as admissions, timetabling, examinations, and progress monitoring and attendance.)
- To contribute to the recruitment and retention of students and provide appropriate advice to others involved in this activity.

**Collegiality**
- To collaborate with academic colleagues on areas of shared interest e.g. in course development, curriculum changes, and collaborative or joint projects.
- To undertake any other tasks that are reasonably requested by colleagues or managers
### Person specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• A broad knowledge of contemporary theory, issues and debates in sociology and criminology.</td>
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<td>• Ability to teach quantitative methods.</td>
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<td>• Ability to deliver educational programmes in sociology and criminology at undergraduate and postgraduate levels to both small and large groups of students within an established quality framework.</td>
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<td>• Ability to teach in core areas of the sociology and criminology curriculum.</td>
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<td>• Ability to supervise student research in sociology and criminology at undergraduate and postgraduate level.</td>
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<td>• Ability to engage and retain the interest and enthusiasm of students and inspire them to learn.</td>
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<td>• Ability to design course materials and to plan and organise the delivery and assessment of taught courses within an agreed quality framework.</td>
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<td>• Ability to provide academic and pastoral advice and support to students.</td>
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<td>• Excellent oral and written communication skills, including the ability to communicate complex information clearly and concisely.</td>
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<td>• Interpersonal skills necessary to work effectively as a member of a team in an interdisciplinary environment and with students at all levels.</td>
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<td>• Time management and organisational skills necessary to complete administrative and other tasks effectively and on time.</td>
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<td>• Ability to apply relevant approaches to teaching and learning support creatively.</td>
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<td>• Ability to build relationships and collaborate with others, both internally and externally.</td>
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| Knowledge and experience | ▪ Experience of delivering high quality teaching in sociology and criminology in higher education | ▪ Experience of delivering blended learning both face-to-face and online. |
across both large and small group settings.
- Experience of providing academic and pastoral support to students.
- Experience of contributing to the administration of teaching.

| Qualifications, certification and training (relevant to role) | PhD or equivalent in a relevant subject area awarded or thesis due for submission before 31 December 2021 | Higher education teaching qualification (or working towards) |

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

Line manager

Role holder

Key stakeholder relationships

Students
Teaching Team
School

Head of School
Teaching Associate