



<b>Job title</b>	Teaching Associate in Philosophy	<b>Job family and level</b>	Research and Teaching Level 4 ( <b>Teaching Focus</b> )
<b>School/ Department</b>	Humanities, Philosophy	<b>Location</b>	School of Humanities, University Park Campus

## Purpose of role

The primary duties of the appointee will be to teach, assess and administer for modules in philosophy, and to undertake a number of pastoral and administrative duties at the direction of the Head of Department.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Convene and teach, via lectures and seminars (both online and in face-to-face settings), at undergraduate level. Specifically, to convene the module PHIL3028 Knowledge, Ignorance, and Democracy.</li> <li>• Be responsible for the virtual learning environments (e.g., Moodle, MSTeams) associated with any modules convened.</li> <li>• Contribute, if required, to the teaching of further modules (either undergraduate or taught postgraduate) either through team-teaching or by the provision of seminar and marking assistance, subject to considerations of overall workload.</li> <li>• If required, supervise a small number of undergraduate students for modules involving independent study (for example in dissertations).</li> <li>• Mark coursework and exams and provide appropriate feedback to students in accordance with departmental and University policies.</li> <li>• Be responsible for the design and quality of philosophy modules and provide curriculum leadership within their specialist area(s).</li> <li>• Comply with the University of Nottingham teaching quality assurance standards and procedures.</li> </ul>	85%
2	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Provide pastoral care and academic guidance to personal tutees allocated by the department.</li> <li>• Undertake an appropriate share of departmental administrative duties at the direction of the Head of Department.</li> <li>• Collaborate with academic colleagues on areas of shared interest e.g. course development, curriculum changes, and collaborative or joint research projects.</li> <li>• Contribute where appropriate to diversity, equality, and inclusion values and initiatives of the department.</li> </ul>	15%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Adequate expertise in philosophy to convene and deliver teaching for module PHIL3028 Knowledge, Ignorance, and Democracy.</li> <li>• Ability to engage and retain the interest and enthusiasm of students and inspire them to learn, in both online and face-to-face settings.</li> <li>• Ability to design course materials and organise the delivery and assessment of taught modules, both online and offline, within an agreed quality framework.</li> <li>• Ability to build relationships and collaborate with others.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Ability to teach effectively in Higher Education.</li> <li>• Previous experience of teaching at undergraduate level in the UK or abroad.</li> <li>• Ability to use a range of delivery techniques and technologies to inspire and engage students.</li> <li>• Lecturing experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of pastoral care and motivating students.</li> <li>• Commitment to the topical, methodological, historical, and cultural diversity of philosophy.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>• PhD in Philosophy, successfully completed or near completion.</li> </ul>	<ul style="list-style-type: none"> <li>• Higher Education teaching qualification (or working towards).</li> </ul>



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

