



Job title	Teaching Associate in French	Job family and level	Research and Teaching Level 4 (Teaching Focus)
School/ Department	School of Cultures, Languages and Area Studies, Department of Modern Languages and Cultures	Location	Trent building, University Park campus

Purpose of role

To undertake language teaching at all levels, to contribute to a first-year module on Paris and to contribute to individual and/or team-taught content modules in one or more of the following fields: contemporary French society, culture and politics, film and visual cultures, or linguistics. You will be expected to carry out administrative duties as required by the Head of Section of French and Francophone Studies. These are likely to include acting as convenor on one or more team-taught modules and acting as personal tutor to undergraduate students.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Teaching</p> <ul style="list-style-type: none"> ▪ Language teaching at a range of levels as required from beginners to advanced. ▪ Teaching and assessment on one or more content modules (including first year course on Paris). ▪ Delivery of a second- year undergraduate module. 	80
2	<p>Administration</p> <ul style="list-style-type: none"> ▪ Administration relating to individual and team-taught modules. ▪ Convening, or co-convening one of the team-taught modules. ▪ Provide pastoral care to undergraduate students (personal tutor). ▪ Attending committees, working groups and relevant Department or School meetings. ▪ Other administrative duties as directed by the Head of Department. 	20

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Ability to teach French language at all levels from beginners to advanced ▪ Ability to design and deliver specialist modules in the field of contemporary French society, culture and politics, film and visual cultures, or linguistics within an agreed quality framework ▪ Ability to contribute to the planning and delivery of team-taught modules ▪ Excellent communication and presentations skills 	<ul style="list-style-type: none"> ▪ Ability to engage and retain the interest and enthusiasm of students and inspire them to learn.
Knowledge and experience	<ul style="list-style-type: none"> ▪ An advanced level of expertise in spoken and written French (native or near-native level of fluency) ▪ Previous experience of teaching at undergraduate level ▪ Previous experience of teaching French language as part of degree programmes in French Studies 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ PhD (or be completed by the start date of the post) in French Studies or the equivalent in professional qualifications and experience 	<ul style="list-style-type: none"> ▪ BA and/or MA in French Studies ▪ 30 credits of a UK Postgraduate Teaching Certificate or Education-related Masters (or equivalent) ▪ Higher Education Academy Fellow status or equivalent nationally recognised status for HE teaching from another country (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.



The University is a signatory of the Declaration on Research Assessment (DORA). As such we commit to focus on the scientific content of publications (where requested or provided as part of the recruitment and selection process) as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor.

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

