



<b>Job title</b>	Teaching Associate in Media and Communications	<b>Job family and level</b>	Research and Teaching Level 4 (Teaching Focus)
<b>School/ Department</b>	Cultural, Media and Visual Studies	<b>Location</b>	University Park

## Purpose of role

To undertake teaching and provide advice as a member of a teaching team within an established programme of study. The role holder will also help to develop new course proposals and may contribute to curriculum development in the School.

The role holder will have specific responsibility for identifying the learning needs of students and ensure that the content, methods of delivery and learning materials meet the defined learning objectives of the BA International Media and Communication course.

The role holder will be involved in the development of new teaching and assessment practices and/or developing systematic methods for evaluating and disseminating these practises within the Faculty/School.

	<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>▪ To plan, manage and deliver own teaching and provide advice as a member of the Cultural, Media and Visual Studies teaching team within the BA International Media and Communications programme of study, in a variety of settings including small group tutorials as well as lectures.</li> <li>▪ Identify the learning needs of students and ensure that the content, methods of delivery and learning materials meet the defined learning objectives of BA International Media and Communications course.</li> <li>▪ To identify and investigate issues which relate to teaching and learning which may arise in the area of film and media studies both individually and/or collaboratively.</li> <li>▪ To develop and continually update knowledge and understanding in field or specialism and to seek ways of improving own performance by reflecting on pedagogical teaching design, delivery and obtaining and analysing feedback in order to develop own teaching and learning skills</li> </ul>	80%
2	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>▪ To contribute to the effective management and administration of the School/ Department by performing duties allocated by the Head of academic unit. This may include responsibility for administrative duties in areas such as admissions, timetabling, examinations, and assessment of progress and student attendance.</li> <li>▪ To act as a personal tutor to undergraduate students as required.</li> <li>▪ To contribute to organising resources and effective decision making in support of teaching. Maintain records and materials in support of teaching activities.</li> <li>▪ Any other duties appropriate to the grade and role of the person appointed.</li> </ul>	20%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information.</li> <li>▪ High analytical ability to facilitate conceptual thinking, innovation and creativity</li> <li>▪ Ability to creatively apply relevant approaches to teaching and learning support.</li> <li>▪ Ability to assess and organise resource requirements and deploy these effectively.</li> <li>▪ Ability to build relationships and collaborate with others, both internally and externally.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to engage and retain the interest and enthusiasm of students and inspire them to learn.</li> <li>▪ Ability to design course materials and plan and organise the delivery and assessment of taught courses within an agreed quality framework.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Previous teaching experience of small groups at Higher Education level.</li> <li>▪ Expertise in digital journalism and/or social media and society and/or news media and or research methods</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous experience in supervision of undergraduate dissertations.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ PhD in Media Studies or associated discipline</li> </ul>	<ul style="list-style-type: none"> <li>▪ Higher Education teaching qualification (or working towards)</li> </ul>



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

