



<b>Job title</b>	Teaching Associate in Spanish	<b>Job family and level</b>	Research and Teaching Level 4 (T&L)
<b>School/ Department</b>	Department of Modern Languages and Cultures - Language Centre	<b>Location</b>	Trent Building, University Campus

### Purpose of role

Teaching Spanish language and associated administrative duties in the Language Centre section of the Department of Modern Languages and Cultures (MLC).

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Teach</b></p> <ul style="list-style-type: none"> <li>Teaching 9 hours in the Language Centre. Teaching will be at beginners level and post GCSE. Classes take place between 9am and 6.15pm.</li> <li>Module convener for Spanish modules.</li> <li>Contribute to the development of language modules in general, and Spanish language modules in particular. Produce module information documents and study materials for Spanish modules to support learning both in and out of the classroom</li> <li>Contribute to the further development of teaching and learning resources, including digital learning.</li> </ul>	85%
2	<p><b>Assess</b></p> <ul style="list-style-type: none"> <li>Produce written, oral, listening examinations and continuous assessment materials for Spanish language modules.</li> <li>Marking and second-marking oral, written and listening examinations for all teaching groups.</li> </ul>	10%
3	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>Liaison with home department tutors of Language Centre students and with other language teaching colleagues.</li> <li>Liaison and collaboration with our overseas campuses.</li> <li>Enrolment of new students / dealing with student enquiries / advising on modules.</li> </ul>	5%

	<ul style="list-style-type: none"><li>• Attendance at departmental, module information and exam board meetings.</li><li>• Any other duties, appropriate to the grade and role as directed by the Director of the Language Centre.</li></ul>	
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Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to deliver interactive language teaching to multicultural groups.</li> <li>• Competent user of IT for teaching, administration and material development.</li> <li>• Use of a virtual learning environment such as Moodle.</li> <li>• Use of a range of teaching methodologies.</li> <li>• Good communicator.</li> <li>• Effective communication skills in English.</li> <li>• Able to establish a good rapport with students.</li> <li>• Adaptable and willing to work as a team member.</li> <li>• Excellent time management and organisational skills.</li> <li>• Able to take initiative.</li> <li>• Commitment to the development of scholarship in teaching and learning of languages.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Proven track record in university teaching and experience in convening modules.</li> <li>• Experience in designing syllabi and examinations from beginners to post GCSE Spanish language modules.</li> <li>• Experience in using e-learning tools for pedagogic development.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching Spanish on a higher education institution-wide language programme.</li> </ul>

<p><b>Qualifications, certification and training (relevant to role)</b></p>	<ul style="list-style-type: none"> <li>• Degree in Spanish or equivalent qualification.</li> <li>• Native or near native command of Spanish.</li> <li>• PGCE, PGCHE or equivalent teaching qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• 15 credits of a UK Postgraduate Teaching Certificate or Education-related Masters.</li> </ul>
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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



