



Job title	Teaching Associate in American and Canadian Studies	Job family and level	Research and Teaching, Level 4 (teaching focus)
School/ Department	School of Cultures, Languages and Area Studies, Department of American and Canadian Studies	Location	Trent building, University Park Campus

Purpose of role

This post will provide teaching and associated administrative duties in the Department of American & Canadian Studies, providing replacement teaching for faculty currently covering non-teaching roles. Precise duties may vary, based on the shifting demands of the teaching programme.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Teaching and Assessment</p> <ul style="list-style-type: none"> ▪ To co-teach or co-convene core level 1 American & Canadian Studies modules, including Approaches to Contemporary American Culture, and Canadian Literature, Film and Culture, and to co-teach other optional modules as appropriate. ▪ To supervise and assess undergraduate dissertations. ▪ To undertake a two-day Introductory Course on effective teaching and the PGCHE (Postgraduate Certificate in Higher Education), if appropriate. ▪ To contribute to curriculum development and the preparation of course materials. 	90%
2	<p>Administration</p> <ul style="list-style-type: none"> ▪ To undertake allotted departmental administrative roles (in areas related to assessment, examinations, or attendance, for example) where appropriate. ▪ To provide pastoral care of undergraduate students (personal tutor). ▪ To contribute to outreach, recruitment and widening participation activities. ▪ To attend committees, working groups and relevant Department or School meetings. ▪ To undertake other administrative duties as directed by the Head of Department. 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> Ability to design course materials and to plan and organise the delivery and assessment of taught courses, in both face-to-face and online modes, within an agreed quality framework. Ability to deliver modules to large (50+) and small groups, in both face-to-face and online modes, using lectures, seminars and tutorials, as appropriate. Ability to provide high quality pastoral care for students with varying personal, health, and academic needs. Excellent communication skills. 	
Knowledge and experience	<ul style="list-style-type: none"> Demonstrable experience in teaching American culture and Canadian literature modules in first year of undergraduate study. Demonstrable experience of teaching a range of topics across North American literary and cultural studies. Previous experience of departmental administrative responsibilities aligned to teaching (e.g., assessments, examinations and attendance monitoring). 	<ul style="list-style-type: none"> Demonstrable experience of teaching African American literature, history and culture, or Native American literature, history and culture, or Latinx literature, history, and culture. At least one publication in a relevant field of Canadian or American Studies in a leading peer-reviewed journal. Previous experience of undergraduate dissertation supervision.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> Candidates must have completed or be close to submission of a PhD (or equivalent) in American or Canadian Literature or American & Canadian Studies by start date in post. 	<ul style="list-style-type: none"> 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.



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

