



Job title	Teaching Associate	Job family and level	Research and Teaching Level 4 (Teaching Focus)
School/ Department	Biosciences/Agricultural and Environmental Sciences	Location	Sutton Bonington Campus

Purpose of role

To provide teaching and associated duties, including administrative duties. To make a substantial contribution to delivery of teaching for the agricultural degree courses and other related subjects as appropriate. The teaching and associated duties will be mainly in the areas of agricultural and food marketing, rural business management, agri-business and agricultural economics. Teaching delivery will be through lectures, tutorials, practical field classes and research projects. The role is both subject-specific and interdisciplinary, contributing towards the teaching of interdisciplinary modules across programmes.

	Main responsibilities	% time per year
1	Teaching, Learning and Support <ul style="list-style-type: none">• Deliver modules in specialist subjects, including setting of assessments and examinations, preparation, teaching, marking, tutorial support and associated administration.• Teach and examine students taking modules in the relevant subject areas.• Act as Module Convenor for some of the modules.• To take part in and contribute to staff and student development activities.	65%
2	Administration <ul style="list-style-type: none">• Support and comply with external and University / School teaching quality assurance standards and procedures.• Respond to queries from staff and students (including applicants), providing information and advice and assisting in admissions and course management.• Preparation of electronic student handouts and handbooks.• Maintain and develop on-line teaching resources (eg Moodle) for modules within subject area.• Peer review of teaching by colleagues.• Compliance with health and safety requirements in all aspects of work	15%

3	Supervision <ul style="list-style-type: none"> • Supervise and assess undergraduate students undertaking appropriate Research Projects within the Division. • Act as personal tutor providing tutorials, assessment and teaching observation. • Pastoral care of students, providing advice and support relating to their studies 	15%
4	Other duties <ul style="list-style-type: none"> • Attendance at internal and external meetings • To take part in and contribute to outreach and recruitment activities • Other duties appropriate to the role 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Expertise in specialist subject area of Agriculture, or Agricultural Business, Marketing or Economics ▪ Good interpersonal skills ▪ Excellent English language written and oral communication skills ▪ Good time management, organisational and administrative skills ▪ ICT literacy skills – ie Microsoft Office suite, email 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Proven teaching experience or equivalent relevant professional experience ▪ Ability to engage and retain the interest and enthusiasm of students and inspire them to learn 	<ul style="list-style-type: none"> ▪ Proven teaching experience in the Higher Education sector ▪ Administrative duties associated with taught modules in Higher Education ▪ Experience within the agricultural industry
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Degree, or equivalent, in Agriculture (specialising in business management)/Agricultural Systems/Agricultural Economics or discipline relevant to the agricultural applications of business management or food marketing 	<ul style="list-style-type: none"> ▪ Higher degree (ie Masters/PhD or equivalent) in Agriculture (specialising in business management)/Agricultural Systems/Agricultural Economics or discipline relevant to the agricultural applications of business management or food marketing ▪ A postgraduate teaching qualification, eg PGCHE or equivalent



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 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

