University of Nottingham
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Role profile

Job title	Assistant Professor	Job family and level	Research and Teaching (Teaching & Learning) Level 5 Extended
School/ Department	Foundation Engineering and Physical Sciences – Faculty of Engineering	Location	University Park & Jubilee Campus

Purpose of role

Working closely with the Head of Department and the Director of the Apprenticeship Programme to develop and deliver high-quality teaching and support to apprentices and their employers throughout their engagement with the Level 6 Electro-Mechanical Engineer Apprenticeship Programme from first contact to graduation and beyond. The role holder will be a key member of the teaching team. Teaching will include face-to-face, online and blended remote learning, and project supervision in cooperation with the apprentices' employers. Inspiring apprentices and building and maintaining professional relationships with the apprentices' employers are key features of the role. The role holder will also be expected to interact with other teaching activities within the department and to interact with other departments and contribute to open days, marketing, recruitment, and induction activities.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
1	**Teach at multiple levels across engineering programmes** ▪ Development of teaching and learning materials for a range of activities including lectures, seminars and tutorials, problem workshops, and laboratory/practical sessions in face-to-face and online settings. ▪ Delivery of teaching in the above range of activities and settings. ▪ Use of Moodle, the university's Virtual Learning Environment, to enable access to materials by apprentices. ▪ Design and mark assessments and deliver quality feedback to apprentices. Contribute to exploring and implementing best practice in assessment and feedback. ▪ Teaching on a variety of modules to meet the knowledge, skills and behaviors (KSBs) of the apprenticeship standard.	65%
2	**Engagement with employers** ▪ Support line managers in understanding their requirements in relation to apprentices meeting the KSBs of the apprenticeship standard ▪ Define and monitor off and on-the-job learning including agreement of employer-based project work. ▪ Convene and facilitate tri-partite reviews – supporting apprentices and managers to meet the KSBs	10%

	▪ Engagement with employers currently supporting apprentices ▪ Engagement with potential apprentice employers	
3	**Engagement with apprentices** ▪ Personal tutoring of apprentices including pastoral care ▪ Monitoring and tracking apprentice progress and engagement; guiding apprentices through to the end-point assessment. ▪ Upkeep of online apprentice monitoring and tracking tools (eg APTEM) ▪ Tri-partite reviews involving the University, an apprentice and their employer. ▪ Engagement with potential apprentices and their employers.	15%
4	**Development of the Apprenticeship Programme(s)** ▪ Continuous improvement of the programme through review and improvement. ▪ Teaching development and delivery including development of best practice in the field. ▪ Support the creation and development of apprenticeships with stakeholders within the Faculty of Engineering.	5%
5	**Other Duties** ▪ Work closely with End Point Assessment organisation(s) to ensure learners are prepared and ready for assessments. ▪ Engage in continuing professional development appropriate to the role. ▪ Enhance the University's reputation for apprenticeship delivery via networking and participation in other activities particularly with industry, professional bodies, other providers, schools and businesses. ▪ Other duties appropriate to the grade and role.	5%

Person specification

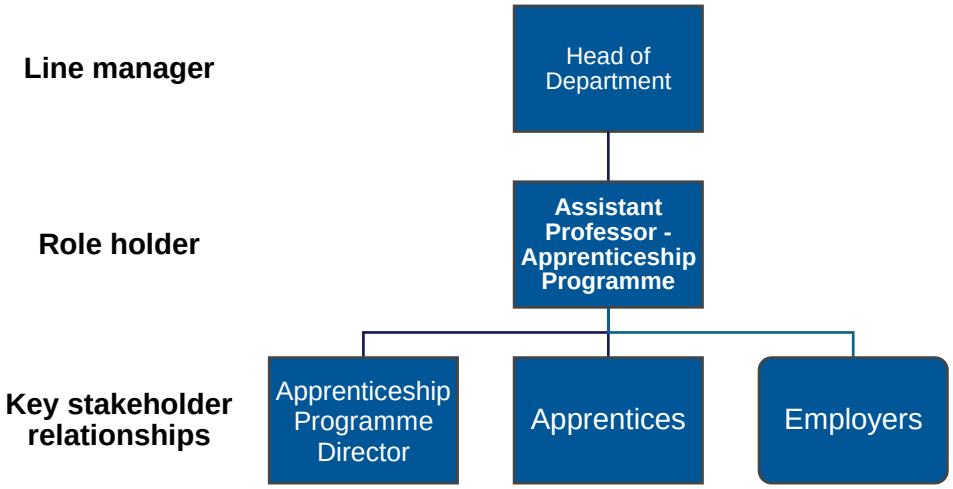
	Essential	Desirable
Skills	▪ Excellent written communication skills including the ability to communicate technical ideas and knowledge. ▪ Excellent verbal communication skills including the ability to communicate technical ideas and knowledge and inspire learners.. ▪ Ability to build and maintain effective working relationships with others from a wide range of backgrounds. ▪ Ability to prioritise in an environment with many demands	▪ Development and delivery of blended learning teaching content including use of a Virtual Learning Environment.
Knowledge and experience	▪ A background in engineering broadly consistent with the knowledge skills and behaviours of the electromechanical engineering apprenticeship ▪ Experience of developing and supporting others in acquiring new knowledge, skills and/or behaviours appropriate to a professional engineer	▪ Teaching experience at degree level in a work based or HE environment. ▪ Experience of the regulations and requirements of degree level apprenticeships and knowledge of the IfA&TE and/or Ofsted
Qualifications, certification and training (relevant to role)	▪ An engineering or applied science degree or equivalent qualification relevant to electro-mechanical engineering.	▪ MSc or PhD or equivalent. ▪ Professional recognition, for example as a Chartered Engineer. ▪ A recognised teaching qualification e.g. PGCHE, Fellowship of Advance HE (formerly HEA) or other teaching accreditation/ qualification in higher education.

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