



<b>Job title</b>	Teaching Associate	<b>Job family and level</b>	Research and Teaching Level 4
<b>School/ Department</b>	Life Sciences	<b>Location</b>	Medical School

## Purpose of role

To provide a consistently excellent standard of teaching and support for student learning that is underpinned by scholarship related to the discipline. The Role holder will be expected to undertake teaching responsibilities within the School of Life Sciences in the area of Pharmacology. The person appointed would be expected to teach at all levels from year 1 Pharmacy and Science students through to Master’s level pharmacology.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>TEACH</b></p> <p>Deliver teaching across a range of modules within Pharmacology, keeping abreast of the subject matter and modern teaching methods.</p> <p>To support tutorial groups, developing their knowledge and their learning skills, and be responsible for the pastoral care of students within a specified area, dealing with sensitive issues.</p> <p>Be responsible for and supervise practical work, including projects, where it is part of the course, and advise students on techniques.</p>	55%

2	<p><b>ASSESS</b></p> <p>Design and undertake assessments, marking and feedback.</p>	7%
3	<p><b>ASSURE</b></p> <p>Be responsible for and comply with The University of Nottingham Teaching Quality assurance standards and procedures. Ensure teaching quality assessment and assessment of progress and other information is maintained and supplied to the University as required.</p>	8%
4	<p><b>ENGAGE</b></p> <p>Engage in scholarship of teaching and learning in relation to Pharmacology. Where appropriate identify the need for developing the content or structure of existing modules and make proposals on how this should be achieved.</p>	16%
5	<p><b>ADMINISTER</b></p> <p>Be responsible for administrative duties in areas such as admissions, timetabling, examinations, student attendance, and represent the school on various committees and working groups in the wider University and outside of the University and managing or monitoring assets and budgets allocated as part of the role.</p>	8%
6	<p><b>REFLECT</b></p> <p>Reflect on practice and the development of own teaching and learning skills, through developmental activities, student evaluation and peer observation</p>	2%

7	<b>ENHANCE</b> Take an active role in influencing the practice of consistently excellent teaching across the academic unit by disseminating evidence-informed developments in curriculum delivery, early adoption and promotion of enabling technologies and pedagogies.	2%
8	<b>RESPONSIBILITY</b> Manage own workload, with guidance if required; plan and manage own teaching and marking as agreed with course leaders.	2%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills/Training</b>	<p>The ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding as well as to peers, using high level skills and a range of media.</p> <p>Sufficient breadth or depth of specialist knowledge in pharmacology to develop teaching programmes.</p> <p>Ability to devise, advise on and manage learning programmes.</p> <p>Skills in counselling, pastoral care and motivating students.</p>	<p>Skills in pastoral care and motivating students at all levels.</p> <p>Emerging skills in managing and motivating staff.</p> <p>Ability to build relationships and collaborate with others, internally and externally.</p>
<b>Experience</b>	<p>Have evidence of teaching in Pharmacology.</p>	<p>Have evidence of consistently excellent teaching in Pharmacokinetics</p> <p>Experience of course design and curriculum development.</p> <p>Experience of the design of teaching techniques and methods.</p> <p>Proven ability to plan the delivery of teaching within Pharmacology.</p>
<b>Qualifications/ Education</b>	<p>PhD in Pharmacology, or closely-related discipline, supported by high level research experience.</p>	<p>Membership of the British Pharmacological Society or other relevant professional body</p> <p>HE teaching qualification in the area of Pharmacology, or Equivalent</p> <p>Experience of teaching Pharmacokinetics.</p>



As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those whose protected characteristics under the Equality Act 2010, are not well-presented in our current staff body.



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



