University of Nottingham
UK | CHINA | MALAYSIA

Role profile

Job title	Teaching Associate	Job family and level	Research and Teaching Level 4 (T&L)
School/ Department	Life Sciences	Location	Life Sciences Building and/or Medical School

Purpose of role

The primary purpose of the role will be to undertake undergraduate teaching in the area of biochemistry and molecular biology as part of the Biochemistry degrees in the School of Life Sciences. The role holder will help convene and teach the first year module Core Skills in Biochemistry in Autumn and Spring semesters and the second year Structure & Function of Genes modules in the Autumn semester. They will also deliver lectures as seen fit on appropriate modules of the degree courses. The role holder will also aid in marking assessments as required for years 1 2, 3, & 4 undergraduates.
Making use of pre-existing teaching materials, the role holder will have specific responsibility for identifying the learning needs of students and ensure that the content, methods of delivery and learning materials meet the defined learning objectives of the relevant modules. They will also have responsibility for setting and marking assessments in line with existing module specifications.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
1	**Teach** ▪ Deliver teaching across a range of modules within the Biochemistry degree group, keeping abreast of the subject matter and modern teaching methods. Teaching will be delivered in a variety of settings including small group tutorials as well as lectures, workshops, and practical classes. ▪ Deliver teaching of practical classes and supervise undergraduate dissertation students. ▪ Marking of exams and coursework, as well as providing formative feedback to students	60%
2	**Lead Curriculum** • Based on existing materials and module specifications, contribute to the design of relevant modules in the Biochemistry degree group and be responsible for their quality. Where appropriate identify the need for developing the content or structure of existing modules and make proposals on how this should be achieved.	10%

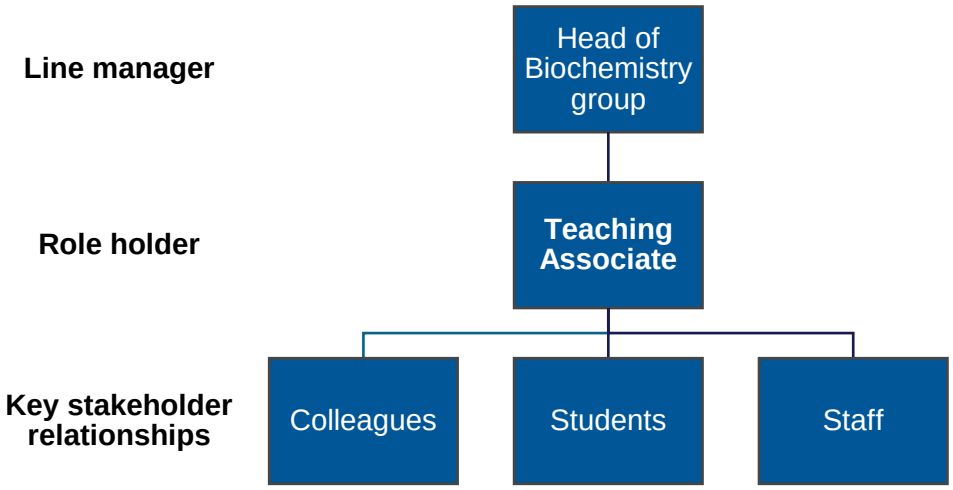
	• Design and undertake assessments, marking and feedback.	
3	**Assure** ▪ Be responsible for and comply with The University of Nottingham Teaching Quality assurance standards and procedures. Ensure teaching quality assessment and assessment of progress and other information is maintained and supplied to the University as required	5%
4	**Enhance** ▪ 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	5%
5	**Engage** ▪ Engage in scholarship of teaching and learning in relation to statistics and molecular biotechnology techniques and applications.	15%
6	**Administer** ▪ Be responsible for administrative duties in areas such as admissions, timetabling, examinations, student attendance, and managing or monitoring assets and budgets allocated as part of the role. ▪ To contribute to student recruitment and provide appropriate advice to others involved in this activity.	5%

Person specification

	Essential	Desirable
Skills	▪ The ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding using high level skills and a range of media. ▪ Sufficient breadth or depth of specialist knowledge in biochemistry to develop teaching programmes. ▪ Ability to devise, advise on and manage learning programmes.	▪ Skills in counselling, pastoral care and motivating students. ▪ Ability to build relationships and collaborate with others. ▪ Ability to devise or design learning programmes at Higher Education level
Knowledge and experience	▪ Previous teaching experience (beyond undergraduate/postgraduate research supervision) at Higher Education level ▪ Evidence of depth of knowledge in an area of biochemistry or molecular biology	• Have evidence of consistently excellent teaching in relevant subjects. • Experience of the design of teaching techniques and methods. • Experience of marking and assessment.
Qualifications, certification and training (relevant to role)	▪ PhD in Biochemistry, Molecular Biology, or closely-related discipline, supported by high level research experience.	▪ Experience of teaching human genetics or related subjects at undergraduate or post-graduate level. ▪ HE teaching qualification in a relevant area, or Equivalent (including membership of Advance HE)

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