



Job title	Teaching Associate in Media and Screen Studies	Job family and level	Research and Teaching Level 4 (Teaching Focused)
School/ Department	Cultural, Media and Visual Studies	Location	University Park

Purpose of role

The primary purpose of the role will be to undertake teaching and provide advice as a member of a teaching team within an established programme of study.

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 BA in International Media & Communication and the BA in Film & Television.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Teaching</p> <ul style="list-style-type: none"> ▪ To plan, manage and deliver own teaching and provide advice as a member of the Media & Communications and Film & Screen Studies teaching teams, in a variety of settings including small group tutorials as well as lectures. ▪ Identify the learning needs of students and ensure that the content, methods of delivery and learning materials meet the defined learning objectives of the BA International Media & Communications and the BA Film & Television Studies courses. ▪ To identify and investigate issues which relate to teaching and learning which may arise in the areas of Media & Communications and Film & Screen Studies both individually and/or collaboratively. ▪ To develop and continually update knowledge and understanding in field or specialism and to seek ways of improving own performance by reflecting on pedagogical teaching design, delivery and obtaining and analysing feedback in order to develop own teaching and learning skills 	80%
2	<p>Administration</p> <ul style="list-style-type: none"> ▪ To contribute to the effective management and administration of the School/ Department by performing duties allocated by the Head of academic unit. This may include responsibility for administrative duties in areas such as admissions, timetabling, examinations, and assessment of progress and student attendance. ▪ To act as a personal tutor to undergraduate students as required. ▪ To contribute to organising resources and effective decision making in support of teaching. Maintain records and materials in support of teaching activities. ▪ Any other duties appropriate to the grade and role of the person appointed. 	20%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information. ▪ High analytical ability to facilitate conceptual thinking, innovation and creativity ▪ Ability to creatively apply relevant approaches to teaching and learning support. ▪ Ability to assess and organise resource requirements and deploy effectively. ▪ Ability to build relationships and collaborate with others, both internally and externally. ▪ Ability to supervise undergraduate dissertations in Media & Communications and/or Film & Screen Studies 	<ul style="list-style-type: none"> ▪ Ability to engage and retain the interest and enthusiasm of students and inspire them to learn. ▪ Ability to design course materials and plan and organise the delivery and assessment of taught courses within an agreed quality framework.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Previous experience of teaching film and screen studies and/or media studies to small groups at Higher Education level. 	<ul style="list-style-type: none"> ▪ Experience of postgraduate level teaching of Media Studies and/or Film and Screen Studies
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ PhD in Film and Television/Screen Studies or Media and Communications Studies or a related field 	<ul style="list-style-type: none"> ▪ Higher Education teaching qualification



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 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

