Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Teaching Associate in Creative Writing</th>
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<tbody>
<tr>
<td>Job family and level</td>
<td>Research and Teaching Level 4</td>
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<tr>
<td>School/Department</td>
<td>English</td>
</tr>
<tr>
<td>Location</td>
<td>Trent Building, University Park Campus</td>
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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 the School of English. The role holder will undertake teaching within the School of English in the field of Creative Writing, convening and teaching on specialist undergraduate and postgraduate fiction modules, including Fiction: Forms and Conventions and Learning to Publish.

Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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<tr>
<td>75%</td>
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<td>15%</td>
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1. Teaching and supervision

- You will deliver undergraduate and postgraduate teaching on core and optional modules in relevant areas, including our team-taught modules
- You will coach and support student learning and progression, developing knowledge and skills, and be responsible for the pastoral care of students within a specified area, dealing with sensitive and confidential issues.
- You will be responsible for, and comply with, the University of Nottingham teaching quality assurance standards and procedures.
- You will contribute to the development of postgraduate distance learning provision

2. Research

- You will pursue high-quality teaching-related scholarship with the purpose of contributing to the research-led teaching in our School
3. **Administration**

   - You will carry out a full administrative role within our School (including module convening, moderation, and assessment of courses, and involvement in committee work and working parties).
   - You will assist our School in achieving admissions targets by contributing to our programme of activities in relation to recruitment, outreach and widening participation.

4. **Other**

   - You will be responsible for the safe conduct of work within the work area and teaching responsibilities ensuring that our arrangements for compliance with the University Safety Policy are implemented.
   - You will undertake any other duties commensurate with a Teaching Associate role in our School

### Person specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>• You will have proven research and scholarship skills such as will inform research-driven teaching</td>
<td>• You will have evidence of administrative skills.</td>
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<td>• You will be able to teach modules at undergraduate and postgraduate levels in required areas of delivery</td>
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<td>• You will be able to teach in the relevant subjects across a range of undergraduate and postgraduate topics</td>
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<td>• You will have excellent verbal and written communication skills.</td>
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<td>• You will have excellent presentation skills.</td>
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<td>• You will be able to work to deadlines and prioritise tasks</td>
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<td><strong>Knowledge and experience</strong></td>
<td>• You will have teaching experience in relevant subjects at HE level;</td>
<td>• You will have experience of teaching via distance learning;</td>
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<td>• You will have experience in pastoral work.</td>
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<td><strong>Qualifications, certification and training (relevant to role)</strong></td>
<td>• You will have a PhD (or equivalent) in a relevant area of creative writing, with a specialism in writing fiction</td>
<td>• You will have been awarded 30 credits of a Postgraduate Teaching Certificate or Education-related Masters, or equivalent or • You will have Higher Education Academy Fellow status or equivalent.</td>
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We recognise that what helps us succeed is the different ideas and experiences of colleagues across our School, who come from different cultures and backgrounds. We believe that diverse academic and research teams provide the best opportunities to be innovative and forward-thinking. We are therefore seeking applications from candidates whose background, experience and identity broadens and enhances the diversity of our team and we would particularly welcome applications from scholars from different heritages and cultures and non-traditional backgrounds.

We strongly endorse [Athena SWAN](https://www.athenswan.ac.uk) principles, and we have commitment at all levels of our organisation to address gender inequality. It is our mission to ensure equal opportunities, best working practices and fair policies for all.

Please note that as part of its commitment to maintaining the highest academic standards in teaching and learning, the University expects all newly appointed or promoted Lecturers (unless exempt) to complete 30 credits of the [Postgraduate Certificate in Higher Education (PGCHE)](https://www.nottingham.ac.uk/teachingandlearning) Course.

Informal enquiries may be addressed to Dr Matthew Welton, [matthew.welton@nottingham.ac.uk](mailto:matthew.welton@nottingham.ac.uk)

Please note that applications sent directly to this email address will not be accepted.

Further information about the School is available at: [http://www.nottingham.ac.uk/english](http://www.nottingham.ac.uk/english)

**Selection Process**

The interview process will include a presentation of teaching to members of an interview panel and a formal interview.

**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