



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

Purpose of role

The primary purpose of the role will be to identify the learning needs of MSc bioinformatics students and ensure that the content, methods of delivery and learning materials meet the defined learning objectives of the MSc Bioinformatics course. The role holder will be expected to have experience and knowledge of comparative genomics, and will be expected to use initiative and creativity in their teaching to develop their expertise. This will involve developing new teaching and assessment practices, using appropriate learning technologies and/or developing systematic methods for evaluating and disseminating these within the academic unit.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Teach <ul style="list-style-type: none"> Teach and provide advice, as a member of a teaching team within an established programme of study, with the assistance of a mentor if required, in tutorial, practical and lecture settings; transfer knowledge in the form of practical skills, methods and techniques as well as broad fundamental and theoretical concepts in comparative genomics. 	30%
2	Assess <ul style="list-style-type: none"> Set and mark coursework and exams; select appropriate assessment instruments and criteria; assess the work and progress of students by reference to the criteria. 	10%
3	Assure <ul style="list-style-type: none"> Work within the Quality Assurance framework set by the University and, where appropriate, professional body. Assume leadership roles such as Exams or Assessment officer, as required by School, with support from senior colleagues. 	5%
4	Reflect <ul style="list-style-type: none"> Reflect on practice and the development of own teaching and learning skills, through developmental activities, student evaluation and peer observation. 	5%
5	Engage	5%

	<ul style="list-style-type: none"> Undertake formal development of teaching through the PGCHE/ATP or equivalent as required by the University and within a defined timeframe. Apply learning to practice. 	
6	<p>Scholarship*</p> <ul style="list-style-type: none"> Continually update knowledge and understanding in field or specialism; translate knowledge of advances in the subject area into the course of study. 	5%
7	<ul style="list-style-type: none"> Act as a personal tutor to students, under the supervision of a Senior Tutor. Support individual students with additional welfare or academic needs, referring them as appropriate to services providing further help. 	5%
8	<ul style="list-style-type: none"> Supervise MSc Bioinformatics postgraduate students' research projects 	10%
9	<ul style="list-style-type: none"> Grow knowledge and experience of different methods of teaching (e.g. small group, flipped, blended, practice or problem-based) and understand the evidence supporting the use of such approaches in own teaching context. 	5%
10	<ul style="list-style-type: none"> Manage own workload, with guidance if required; plan and manage own teaching and tutorials as agreed with course leaders. 	5%
11	<ul style="list-style-type: none"> Provide guidance to other staff and students on own specialist area; supervise the work of Level 4a staff. 	5%
12	<ul style="list-style-type: none"> Contribute to the effective management and administration of the MSc in Bioinformatics by performing duties allocated by the Head or line manager. This may include responsibility for administrative duties in areas such as admissions, module convenorship, time-tabling, examinations, and assessment of progress, SEMs and student attendance. 	10%

*'scholarship', defined as the proactive engagement with critical inquiry into the processes of learning in higher education contexts. Scholarship is curiosity and evidence-driven. Its purpose is to enhance student learning and the quality of teaching.

Person specification

	Essential	Desirable
Skills	<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 to plan and organise the delivery and assessment of taught courses within an agreed quality framework. ▪ Ability to coordinate and manage modules (module convenorship). ▪ Ability to communicate complex information clearly. ▪ Ability to teach comparative genomics concepts, methods and best practice to MSc Bioinformatics students. ▪ Ability to assess and organise resource requirements and deploy them effectively. ▪ Ability to design, supervise and assess research projects for students on the MSc Bioinf course. 	<ul style="list-style-type: none"> ▪ Ability creatively to apply relevant approaches, models, techniques and methods, and to develop new ones under some supervision. ▪ Ability to contribute to broader management and administrative processes, e.g. with regard to health and safety, expenses. ▪ Understanding of relevant University and academic unit procedures and the ability to manage own area accordingly
Knowledge and experience	<ul style="list-style-type: none"> ▪ Detailed knowledge of teaching methods and techniques. ▪ Growing practical experience of application of teaching skills and techniques to university courses. 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ PhD or equivalent in relevant subject area or the equivalent in professional qualifications and experience 	<ul style="list-style-type: none"> ▪ Higher Education teaching qualification (or working towards)



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



