University of Nottingham
UK | CHINA | MALAYSIA

Job title	Assistant Professor (Teaching & Learning)	Job family and level	Research and Teaching Extended Level 5
School/ Department	Foundation Engineering and Physical Sciences	Location	Jubilee Campus

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, to contribute to curriculum development, quality assurance and enhancement; to undertake continuing professional development; to work in partnership with staff and students to maintain the highest standards in all areas of their work.

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

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Teach** ▪ Deliver teaching both face-to-face and remote across a range of modules within the electrical engineering, power and machines, and controls systems subject area, and also to support electro-mechanical design and project modules ensuring that teaching demonstrates up to date knowledge of academic content but also engagement with scholarship related to discipline ▪ Provide academic and pastoral support to students developing their knowledge and intellectual skills but also having due regard to their welfare.	50%
2	**Lead Curriculum** ▪ Be responsible for the design and quality control of modules and/or programmes of study in specialist area ensuring the curriculum is up to date and international in its scope ▪ Where appropriate identify the need for developing the aims, delivery or assessment of existing modules and make proposals on how this should be achieved. ▪ Provide curriculum leadership in own area of expertise ▪ Design and undertake assessments, marking and feedback that is robust and valid. Evaluate and respond to feedback to ensure student engagement with assessment.	20%

		▪ Where appropriate ensure that the curriculum and teaching is consistent with the requirements of the relevant degree apprenticeship standard	
3		**Assure** ▪ Be responsible for and comply with the University's quality assurance standards and procedures at academic unit, campus, university and, where applicable, with accrediting body requirements. ▪ Tackle issues affecting the quality of delivery within the scope of own level of responsibility, referring more serious matters to others, as appropriate.	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, Reflect, Develop & Enable** ▪ Engage in scholarship of teaching and learning in relation to own discipline, with an evidence-based approach, and the dissemination of this. ▪ Reflect on practice and the development of own teaching and learning skills, through developmental activities, student evaluation and peer observation. ▪ Develop knowledge and experience of different methods of teaching and understand the evidence supporting the use of such approaches in own teaching context. ▪ Develop expertise in the use of enabling technologies to support student experience and student learning and to support collaborative and efficient working	7%
9		**Administrate** ▪ Undertake and take responsibility for administrative duties such as recruitment, admissions, timetabling, examinations, student attendance, and placements.	5%
10		**Safety** ▪ Be responsible for the safe conduct of work within work area and teaching responsibilities ensuring that the academic unit's arrangements for compliance with the University Safety Policy are implemented.	3%
11		**Engage internally and externally** Participate in outreach and community engagements on behalf of the School and University.	5%

Person specification

	Essential	**Desirable**
Skills	- Oral and written communication skills, including 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. - Ability to devise, advise on and manage learning and research programmes. - Ability to design and deliver high quality and up-to-date course materials. - Ability to use a range of delivery techniques and technologies to inspire and engage students. - High level analytical capability to facilitate conceptual thinking, innovation and creativity. - Skills in counselling, pastoral care and motivating students. - Ability to manage resources and an understanding of management processes. - Ability to build relationships and collaborate with others, internally and externally.	
Knowledge and experience	- Experience within subject/discipline. - Experience and demonstrated success in delivering teaching within an agreed quality framework. - Demonstrate knowledge and experience of different methods of teaching (e.g. small group, flipped, blended, practice or problem-based) and practical experience of application of teaching skills and techniques to university courses. - Demonstrate confidence in the use of the University's virtual learning environment and enabling technologies that support teaching and learning (e.g. lecture capture, online reading lists). - Sufficient breadth or depth of specialist knowledge in the area of Electrical Engineering to undertake delivery of one or more	- Track record in development and delivery of teaching units, demonstrating the ability to engage and retain the interest and enthusiasm of students and inspire them to learn using a variety of delivery techniques. - Experience on devising, advising on and managing learning programmes. - Experience of counselling, pastoral care and motivating students or other relevant experience. - Familiarity with Moodle or a similar virtual learning environment. - Experience of delivery of asynchronous and/or recorded teaching materials.

	modules from Power and Machines, Controls and Systems, Electro-mechanical Engineering Design at undergraduate level.	
Qualifications, certification and Training (relevant to role)	• PhD or equivalent in a relevant subject area or the equivalent in professional qualifications and experience.	▪ Higher Education teaching qualification or equivalent. ▪ Membership of an appropriate professional teaching body, where appropriate.

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

Line manager

Head of Department

Role holder

Assistant Professor (T&L)

Key stakeholder relationships

Programme Director · Other Teaching Staff · Learners and their Employers · Apprenticeship support Staff