Job Title	Teaching Assistant	Job Family and Level	Teaching and Curriculum Leadership Level 4a
Department	Electrical and Electronic Engineering	Location	University Park Campus, Nottingham, UK

Purpose of role

The successful role holder will contribute to and support a wide range of teaching activities across the Department of Electrical and Electronic Engineering (EEE).

A significant area of responsibility will be in supporting the project-based learning modules delivered to Year 1 and Year 2 EEE students. Within this element of the role, the role holder will be expected to work proactively and collaboratively within wider teams to deliver a stimulating laboratory based learning experience for students, as defined by the relevant Module Convenors.

The primary duties of the role holder will be to use their extensive knowledge and skills in electronic circuit design, construction and testing, alongside their experiences of computer/microprocessor programming, to supervise project laboratories, while also providing support to students outside of these sessions. Additional duties within this major aspect of the role will also include the development of both teaching and assessment materials, as well as marking and providing feedback on student work.

The role holder will also support other EEE teaching activities which may include the preparation and delivery of technical problem classes, developing and supporting coursework exercises as well as assessing student work. Finally, the role holder will also be expected to specify and supervise projects suitable for final year undergraduate and taught MSc students.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	To deliver and support the project-based learning experience for Year 1 and Year 2 students studying electrical and electronic engineering.	60%
2	To deliver marking and feedback for laboratory / project work and other taught modules, as well as supporting module convenors in identifying and implementing best practice in assessment and feedback.	20%
3	To support technical sessions, in-person and online as necessary, for taught (non-project based) modules, developing materials as required.	15%
4	To specify individual projects for, and then supervise, both final year undergraduate and taught postgraduate (MSc) students.	5%

Person specification

	Essential	Desirable
Skills	▪ Excellent communication skills, including the ability to communicate complex information with clarity. ▪ Self-starting and proactive with the ability to work both in a team and independently to meet deadlines, prioritising tasks as required.	
Knowledge and experience	▪ Excellent knowledge of engineering relevant to the teaching of electrical and electronic engineering disciplines. ▪ Extensive practical, hands-on experience in the design, construction and testing of electrical/electronic circuits and computer/microprocessor programming. ▪ Understanding of the pedagogical techniques used in dynamic, project-based group learning environments.	▪ Experience in supporting students undertaking practical activities (lab demonstration).
Qualifications, certification and training (relevant to role)	▪ Relevant electrical and/or electronic engineering degree at undergraduate level	

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

Line manager Head of Department

Role holder Teaching Assistant

Key stakeholder relationships EEE Module Convenors | EEE Students (UG & PGT) | EEE Personal Tutors