



Job title	Teaching Associate in Media and Cultural Studies	Job family and level	Research and Teaching Level 4 (Teaching Focused)
School/ Department	School of Cultures, Languages and Area Studies, Department of Cultural, Media and Visual Studies	Location	Trent Building, University Park campus

Purpose of role

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 four intersecting BA programmes within the department. The role holder may also be required to contribute to MA level teaching in the areas of media and cultural studies.

The role will be responsible for generating new intellectual understanding/knowledge through the application of knowledge and for developing ideas for application of research and teaching outcomes.

The post holder will develop new concepts and ideas and will be expected, where appropriate, to develop and win support for innovative research and/or teaching development proposals and funding bids.

The post holder will make a significant contribution to their academic unit via leadership on curriculum design and/or administrative management and/or co-ordination of specific initiatives.

	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 deliver teaching across a range of modules or within a subject area, providing curriculum leadership within designated areas of expertise (see below) To be responsible for the design of course modules and/or programmes of study in specialist areas and for their quality. Where appropriate identify the need for developing the content or structure of existing modules and make proposals on how this should be achieved 	40%

	<ul style="list-style-type: none"> • To coach and support tutorial groups, developing their knowledge and their learning skills, and be responsible for the pastoral support of students within a specified area, dealing with sensitive issues • Be responsible for and supervise practical work, including projects, field trips or placements, where it is part of the course, and advise students on techniques. • To supervise and examine Postgraduate and Master's students • Be responsible for and comply with The University of Nottingham Teaching Quality assurance standards and procedures. Ensure teaching quality assessment and assessment of progress and other information is maintained and supplied to the University as required. 	
2	<p>Education and Student Experience</p> <ul style="list-style-type: none"> • To design, co-ordinate, and deliver innovative cultural exchange and community-building activities for diverse and highly international cohorts of students • To contribute to the design, development, and delivery of inclusive and creative pedagogic practices • To develop strategies for supporting an international and diverse body of students through their induction, integration, and achievement • To be an enhanced point of contact for welfare and student support services 	40%
3	<p>Administration</p> <ul style="list-style-type: none"> • To be responsible for administrative duties in areas such as admissions, timetabling, examinations, student attendance, and represent the school on various committees and working groups in the wider University and outside of the University and managing or monitoring assets and budgets allocated as part of the role. • To contribute to student recruitment and secure student placements and provide appropriate advice to others involved in this activity • To be responsible for the safe conduct of work within work area and teaching responsibilities ensuring that the School's arrangements for compliance with the University Safety Policy are implemented. 	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 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 manage resources and an understanding of management processes. ▪ High level analytical capability to facilitate conceptual thinking, innovation and creativity. ▪ Emerging skills in pastoral support and motivating students. ▪ Ability to build relationships and collaborate with others, internally and externally. 	<ul style="list-style-type: none"> ▪ Innovative pedagogic practices (e.g. video essays, podcasting, live briefs, project or problem-based/practice-based learning) ▪ Innovative research methods (e.g., collaborations with industry) ▪ Willingness to engage with collaborative and/or interdisciplinary research
Knowledge and experience	<ul style="list-style-type: none"> ▪ Teaching and research expertise in at least one of the following areas: <ul style="list-style-type: none"> - Platform Studies - Digital Cultures - Screen Studies - Memory Studies - Material Culture - Sound Studies - Heritage and Museum Studies - Creative Labour - Sustainability ▪ Sufficient breadth or depth of knowledge of media and cultural studies to develop research-informed teaching and potentially teaching-informed pedagogical research 	<ul style="list-style-type: none"> ▪ Experience of delivering studio-based learning through project work ▪ Experience of designing and delivering inclusive pedagogies in support of international and/or diverse student cohorts ▪ Experience of delivering pastoral support for students within an HE context ▪ Experience of designing, advising on, and managing learning and research programmes

	<ul style="list-style-type: none"> ▪ Experience of developing research methodologies and devising models, approaches, techniques, critiques and methods. ▪ Experience and achievement in research in media studies and cultural studies reflected in a growing national reputation. ▪ Evidence of publication record. ▪ Experience and demonstrated success in delivering teaching within an agreed quality framework. 	
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ PhD or equivalent in relevant subject area. 	<ul style="list-style-type: none"> ▪ Higher Education teaching qualification or equivalent.



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 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

