



<b>Job title</b>	Teaching Associate	<b>Job family and level</b>	Research and Teaching Level 4 (T&L)
<b>School/ Department</b>	Modern Languages and Cultures	<b>Location</b>	Trent Building, University Park Campus

## Purpose of role

The primary purpose of the role will be to play a leading role in supporting the German section in the areas of German linguistics, in teaching linguistics to students of all languages in Modern Languages & Cultures, and in German language teaching, all at undergraduate level. The balance between these parts of the role might change according to the expertise of the post-holder and needs of the School.

The post-holder will be expected to make key contributions to planning and delivering German linguistics and language teaching at all levels in the department. Duties will include convening and teaching undergraduate modules at all levels in the German Studies programme, including associated assessment duties, and with responsibility for syllabus design and content. The role-holder will also be expected to supervise undergraduate dissertations in areas appropriate to their expertise and qualification, including linguistics.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Teach</b> <ul style="list-style-type: none"> <li>▪ To teach and take a leading role in design, delivery and assessment of modules in German Studies and in Modern Languages more widely as appropriate in the area of linguistics, especially German linguistics, and to supervise undergraduate dissertations.</li> <li>▪ To contribute to German language provision across the years</li> <li>▪ To offer teaching support on other modules as required and appropriate.</li> </ul>	65%
2	<b>Assess</b> <ul style="list-style-type: none"> <li>▪ Set and mark coursework and exams; select appropriate assessment instruments and criteria; assess the work and progress of students by reference to the criteria.</li> </ul>	10%
3	<b>Scholarship*</b>	15%

	<ul style="list-style-type: none"> <li>▪ Continually update knowledge and understanding in field or specialism; translate knowledge of advances in the subject area into the course of study.</li> </ul>	
4	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>▪ Undertake administrative duties as directed by the Head of Department , including acting as convenor on their modules, and/or as part of the teaching team for one or more established language modules, and pastoral care (including acting as a personal tutor).</li> </ul>	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

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills <b>in both German and English</b> including the ability to communicate with clarity on complex information.</li> <li>▪ Ability to teach and assess German language at all levels, from beginners to advanced, in all aspects of German language.</li> <li>▪ Ability to teach and assess German linguistics for students of German and linguistics for those not studying German</li> <li>▪ Ability to design course materials and plan to and organise the delivery and assessment of taught courses within an agreed quality framework</li> <li>▪ High analytical ability to facilitate conceptual thinking, innovation and creativity</li> <li>▪ Ability to creatively apply relevant approaches to teaching and learning support.</li> <li>▪ Ability to assess and organise resource requirements and deploy effectively.</li> <li>▪ Ability to build relationships and collaborate with others, both internally and externally.</li> <li>▪ Ability to engage and retain the interest and enthusiasm of students and inspire them to learn.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability creatively to apply relevant approaches, models, techniques and methods, and to develop new ones under some supervision.</li> <li>▪ Ability to contribute to broader management and administrative processes e.g. with regard to health and safety, expenses.</li> <li>▪ Understanding of relevant University and academic unit procedures and the ability to manage own area accordingly</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Good knowledge of teaching methods and techniques.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous experience of teaching linguistics modules at University level</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Experience of pastoral care at University level</li> <li>▪ Previous experience of teaching German language as part of degree programmes at University level.</li> </ul>
<p><b>Qualifications, certification and training (relevant to role)</b></p>	<ul style="list-style-type: none"> <li>▪ PhD or equivalent (or thesis pending) in German, linguistics, other relevant subject area or the equivalent in professional qualifications and experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in Teaching German as a Foreign Language and/or qualification in Linguistics, or the equivalent in professional qualifications and experience</li> </ul>



## 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

