



Job title	Teaching Associate in Foundation Arts	Job family and level	Research and Teaching Level 4 (T&L)
School/ Department	Cultures, Languages and Area Studies	Location	University Park Campus

Purpose of role

The primary purpose of the role is to facilitate the academic development of students so that they can flourish and realise their potential as undergraduates at the University of Nottingham. Role holders will prepare and deliver high quality teaching in a variety of formats, provide pastoral care and academic guidance, and contribute to administrative duties including effective marketing of the Foundation Year programme and recruitment and admissions processes.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Teach Prepare and deliver high quality teaching in a variety of formats throughout second semester, particularly in the two modules 'The Project' and 'Media, Communication and Society', which modules it is anticipated that the appointee will convene. Be responsible for the virtual learning environments (e.g., Moodle, MS Teams) associated with any modules convened	40%
2	Assess Set and mark coursework and exams; select appropriate assessment instruments and criteria; assess the work and progress of students by reference to the criteria.	20%
3	Administration Contribute to administrative duties including effective marketing of the Foundation Year programme and recruitment and admissions processes.	20%
4	Scholarship Continue to develop own pedagogical skills including knowledge of teaching methods and techniques. Reflect on practice and the development of own teaching and learning skills, through developmental activities.	20%

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 communicate complex information clearly. ▪ Ability to assess and organise resource requirements and deploy them effectively. ▪ Competence with the Microsoft Office 365 suite of applications. 	<ul style="list-style-type: none"> ▪ 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. ▪ Foundation year or undergraduate level teaching experience. ▪ Evidenced enthusiasm for inspiring learning. 	<ul style="list-style-type: none"> ▪ Experience of supervising student dissertations or research projects. ▪ Experience of providing pastoral care to students.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ PhD or equivalent in relevant subject area (or thesis pending) 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



