



Job title	Teaching Associate in Public and Social Policy	Job family and level	Research and Teaching Level 4 (Teaching Focus)
School/ Department	School of Sociology and Social Policy	Location	Law and Social Sciences Building, University Park

Purpose of role

The primary purpose of the role will be to undertake teaching and assessment duties across a range of established programmes of study in the School of Sociology and Social Policy. The role holder will work as a member of the Public and Social Policy team that delivers teaching for students at both undergraduate and postgraduate levels. The person appointed will be able to ensure that the content, methods of delivery and learning materials meet the learning outcomes of the relevant modules and programmes. They will also be required to supervise undergraduate and postgraduate dissertations and provide pastoral support to personal tutees.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	<p>Education & student experience</p> <ul style="list-style-type: none"> To plan and deliver lectures and seminars as a member of the teaching team(s) for core and elective modules – including both core undergraduate School modules and specialist undergraduate and/or postgraduate taught modules in public and social policy. To develop, apply and employ innovative and appropriate teaching techniques and materials, which stimulate interest, understanding and enthusiasm amongst students. To assess and mark student work within required timeframes, providing constructive feedback which supports student learning. To supervise undergraduate and postgraduate dissertations, including maintaining appropriate records of supervisory contacts, and to participate in joint decision-making when marking dissertations. To act as personal tutor to undergraduate and/or postgraduate taught students, maintaining appropriate records and signposting to additional support services as required. To seek continual improvement in teaching by reflecting on the design and delivery of your teaching, obtaining and responding to feedback, and participating in teaching development activities. To maintain up-to-date scholarly knowledge and understanding in your field or specialism and bring this knowledge to your teaching. 	75%
	<p>Administration</p> <ul style="list-style-type: none"> To contribute to the effective management and administration of the School and subject teaching team(s) by undertaking academic administration duties allocated or approved by the Head of School. 	20%

	<ul style="list-style-type: none">• To undertake mandatory training.• To attend School committees and events.	
	<p>Collegiality</p> <ul style="list-style-type: none">• To collaborate with academic colleagues on areas of shared activity including e.g. course development, curriculum changes.• To undertake any other tasks that are reasonably requested by the Head of School.	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • A broad knowledge of contemporary theories, issues and debates in social sciences. • Expertise in one or more areas of Public Policy, Social Policy and/or Public Administration. • Excellent oral and written communication skills, including the ability to communicate complex information clearly and concisely. • Ability to deliver teaching at undergraduate and postgraduate levels within an established quality framework. • Ability to engage and retain the interest and enthusiasm of students and inspire them to learn. • Ability to provide pastoral advice and support to both home and international students. • Interpersonal skills necessary to work effectively as a member of a team in an interdisciplinary and multi-cultural environment and with students at all levels and from different backgrounds. • Time management and organisational skills necessary to complete administrative and other tasks effectively and on time. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of delivering high quality teaching in social sciences to undergraduate and/or postgraduate taught students ▪ Experience of delivering both lectures and seminars in higher education. ▪ Knowledge of social science research methods sufficient to supervise student research at undergraduate and postgraduate levels. 	<ul style="list-style-type: none"> ▪ Experience of supervising undergraduate and postgraduate taught student dissertations. ▪ Experience of contributing to the administration of teaching. ▪ Experience of teaching international students.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ PhD awarded or close to completion (i.e. must be submitted) in relevant subject area. 	<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

