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| Job title | Teaching Associate in Political Science | Job family and level | Research and Teaching Level 4 (T&CL) |
| School/ Department | School of Politics and International Relations | Location | University Park Campus |

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 Politics and International Relations. The role holder will undertake teaching in the field of political science with a focus on quantitative methods. 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 |
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| | <p>Teaching</p> <ul style="list-style-type: none"> To undertake teaching and assessment duties as a member of the teaching teams for core and elective modules across all levels of undergraduate and postgraduate teaching. To plan and manage own teaching in a variety of settings including online delivery and engagement as well as face-to-face teaching. To identify students' learning needs and ensure that the content, methods of delivery and learning materials enable them to achieve the learning outcomes of the relevant modules and programmes. To develop, apply and employ innovative and appropriate teaching techniques and materials, which stimulate interest, understanding and enthusiasm amongst students. To supervise and provide first line support for undergraduate and postgraduate dissertations, projects and contribute to collaborative decision making with colleagues on the assessment of students work to identify and respond to the diversity of students' needs. To contribute to organising resources and effective decision making in support of teaching. Maintain appropriate records relating to teaching, learning, assessment and any pastoral support provided. To develop and continually update knowledge and understanding in field or specialism and to seek ways of improving own performance by reflecting on the design and delivery of teaching, and obtaining and analysing feedback, in order to develop own teaching and learning skills. | 75 |

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| | <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 performing duties allocated by the Head of School. This may include responsibility for administrative duties in areas such as admissions, timetabling, examinations, and progress monitoring and attendance. • To contribute to the recruitment and retention of students and provide appropriate advice to others involved in this activity. | 20 |
| | <p>Collegiality</p> <ul style="list-style-type: none"> • To collaborate with academic colleagues on areas of shared interest e.g. in course development, curriculum changes, and collaborative or joint projects. • To undertake any other tasks that are reasonably requested by colleagues or managers. | 5 |

Person specification

| | Essential | Desirable |
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| Skills | <ul style="list-style-type: none"> ▪ Ability to teach undergraduate and postgraduate students using R. ▪ Ability to supervise student research at the undergraduate and postgraduate levels. ▪ Ability to engage and retain the interest and enthusiasm of students and inspire them to learn. ▪ Ability to design course materials and to plan and organise the delivery and assessment of taught courses within an agreed quality framework. ▪ Excellent oral and written communication skills, including the ability to communicate complex information clearly and concisely. ▪ Interpersonal skills necessary to work effectively as a member of a team 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"> ▪ Research and teaching expertise pertaining the fields of political science and quantitative methods ▪ Experience of delivering high quality teaching. | <ul style="list-style-type: none"> ▪ Experience of teaching undergraduate and/or postgraduate students using R. ▪ Experience of contributing to the administration of teaching. ▪ Experience of teaching both small and large groups in higher education. |
| 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 working towards) ▪ A qualification/training in R |



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.

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:

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| 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

