



Job title	Teaching Assistant in Applied Linguistics (full-time, fixed term)	Job family and level	Research and Teaching Level 4a
School/ Department	English	Location	Trent Building, University Park Campus

## Purpose of role

The primary purpose of the role will be to deliver established modules in the area of Applied Linguistics in the School of English, with assistance. You will manage your own teaching activity and reflect on practice and development of skills with guidance. The role holder will be required to teach across a broad range of applied linguistics topics, including second language acquisition, English Language Teaching (ELT), psycholinguistics and language development.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<b>Teach, with guidance</b> <ul style="list-style-type: none"><li>You will carry out undergraduate teaching on core and optional modules in relevant areas, including School team-taught modules</li><li>You will supervise class activities; develop own teaching materials; identify learning needs of students and define appropriate learning objectives.</li></ul>	45%
2	<b>Assess, with guidance</b> <ul style="list-style-type: none"><li>You will set and mark assignments/tests; contribute to the development of examination questions; assess student progress and provide constructive feedback to students.</li></ul>	10%
3	<b>Assure, with guidance</b> <ul style="list-style-type: none"><li>You will work within the Quality Assurance framework set by the University and, where appropriate, professional body.</li></ul>	5%
4	<b>Reflect</b> <ul style="list-style-type: none"><li>You will reflect on practice and the development of own teaching and learning skills, through developmental activities, student evaluation and peer observation.</li></ul>	5%
5	<b>Engage</b> <ul style="list-style-type: none"><li>You will undertake formal development of teaching through the PGCHE/ATP or equivalent as required by the University and within a defined timeframe and you will apply your learning to practice.</li></ul>	5%
6	<ul style="list-style-type: none"><li>You will actively participate as a member of a teaching team; attend and contribute to relevant meetings; assist other staff as required e.g. with</li></ul>	5%

	examinations and preparation of teaching materials; you will contribute to the planning of teaching programmes.	
7	<ul style="list-style-type: none"> <li>You will develop confidence in the use of our university processes and procedures in relation to teaching; for example electronic management of coursework, extenuating circumstances.</li> </ul>	5%
8	<ul style="list-style-type: none"> <li>You will develop confidence in the use of the University's virtual learning environment and enabling technologies that support teaching and learning (e.g. lecture capture, online reading lists).</li> </ul>	5%
9	<ul style="list-style-type: none"> <li>You will develop knowledge and experience of different methods of teaching (e.g. small group, flipped, blended, practice or problem-based) and understand the evidence supporting the use of such approaches in your own teaching context;</li> </ul>	5%
10	<ul style="list-style-type: none"> <li>You will plan and prioritise own day-to-day activity within the framework of the agreed programme; co-ordinate own work with that of others to avoid conflict or duplication of effort.</li> </ul>	5%
11	<ul style="list-style-type: none"> <li>You will be responsible for the safe conduct of work within the work area and teaching responsibilities ensuring that our arrangements for compliance with the University Safety Policy are implemented;</li> <li>You will undertake any other duties commensurate with a Teaching Assistant role in our School.</li> </ul>	5%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>You will have the ability to analyse effectively;</li> <li>You will have the ability to communicate effectively with students and staff;</li> <li>You will have the ability to contribute to course developments and improvements;</li> <li>You will have a sufficient breadth or depth of specialist knowledge in the discipline/subject area;</li> <li>You will have evidence of the ability to teach in relevant subjects at undergraduate and postgraduate levels.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>You will have developed further skills in and knowledge of different teaching methods and techniques;</li> <li>You will have growing practical experience of application of teaching skills and techniques in the classroom.</li> </ul>	
<b>Qualifications, certification and</b>	<ul style="list-style-type: none"> <li>You will have a Masters degree or equivalent in a relevant area.</li> </ul>	

training (relevant to role)		
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We recognise that what helps us succeed is the different ideas and experiences of colleagues across our School, who come from a mix of cultures and backgrounds. Together, we are welcoming, inspiring and supportive of everyone. We believe in diverse academic and research teams that will provide the best opportunities to be innovative and forward thinking. We are therefore seeking applications from candidates whose background, experience and identity broadens and enhances the diversity of our existing team and would particularly welcome applications from black and minority ethnic scholars. We are currently working to decolonise our teaching curriculum and understand that having a mix of opinions, broad perspectives, lived experiences and different ways of solving problems enhances our day-to-day work and enriches our academic community.

We are committed to a Strategic Delivery Plan for Equality, Diversity and Inclusion (EDI) and we warmly welcome applications from under-represented groups, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, caring responsibilities, socio-economic background and any temporary impairment or other irrelevant distinction. Learn more about the University's commitment to [Equality, Diversity and Inclusion](#).

We strongly endorse [Athena SWAN](#) principles, and we have commitment at all levels of our organisation to address gender inequality. It is our mission to ensure equal opportunities, best working practices and fair policies for all.

If you have any informal enquiries, our Head of English Language and Applied Linguistics, Professor Louise Mullany, will be happy to discuss these with you:  
[louise.mullany@nottingham.ac.uk](mailto:louise.mullany@nottingham.ac.uk)

Please note that applications sent directly to this email address will not be accepted.

You can find further information about our School at:  
[www.nottingham.ac.uk/english](http://www.nottingham.ac.uk/english) and [www.nottingham.ac.uk/english/working-here.aspx](http://www.nottingham.ac.uk/english/working-here.aspx)

### Selection Process

The interview process will include a presentation of teaching to members of an interview panel and a formal interview.

## 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:

<b>Valuing people</b>	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.
<b>Taking ownership</b>	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.
<b>Forward thinking</b>	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
<b>Professional pride</b>	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
<b>Always inclusive</b>	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others

