



Role profile

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

Purpose of role

The primary purpose of the role will be to undertake teaching and provide advice as a member of a teaching team within the School of English. 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.	Teaching and supervision <ul style="list-style-type: none">You will teach and provide advice, as a member of a teaching team within an established programme of study, with the assistance of a mentor if required, in a variety of settings from small group tutorials to large lectures; transfer knowledge in the form of practical skills, methods and techniques.You will coach and support student learning and progression, developing knowledge and skills, and be responsible for the pastoral care of students within a specified area, dealing with sensitive and confidential issues.You will develop and continually update knowledge and understanding in field or specialism and to seek ways of improving your own performance by reflecting on pedagogical teaching design, delivery and obtaining and analysing feedback in order to develop your own teaching and learning skillsYou will act as a personal tutor to students, under the supervision of a Senior Tutor. You will support individual students with	73%

	<p>additional welfare or academic needs, referring them as appropriate to services providing further help.</p> <ul style="list-style-type: none"> You will demonstrate a willingness to champion equality, diversity and inclusion (EDI) initiatives in the delivery of your teaching and supervision. You will be responsible for, and comply with, the University of Nottingham teaching quality assurance standards and procedures. 	
2.	<p>Scholarly Development</p> <ul style="list-style-type: none"> You will reflect on practice and the development of your own teaching and learning skills, through developmental activities, student evaluation and peer observation. You will work towards a Postgraduate Certificate in Higher Education (PGCHE) or equivalent as appropriate to the role and apply your learning to practice. You will continually update your knowledge and understanding in your field or specialism; translating your knowledge of advances in the subject area into the course of study. You will grow your 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. 	17%
3.	<p>Administration</p> <ul style="list-style-type: none"> You will carry out a full administrative role within our School (including module convening, moderation, and assessment of courses, and involvement in committee work and working parties). You will assist our School in achieving admissions targets by contributing to our programme of activities in relation to recruitment, outreach and widening participation. 	10%
4.	<p>Other</p> <ul style="list-style-type: none"> 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. You will undertake any other duties commensurate with a Teaching Associate role in our School 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> You will be able to teach modules at undergraduate and postgraduate levels in required areas of delivery 	

	<ul style="list-style-type: none"> • You will be able to design course materials and to plan and organise the delivery and assessment of taught courses within an agreed quality framework. • You will be able to teach, supervise and support student research topics in the relevant subjects across a range of undergraduate and postgraduate topics, including dissertations. • You will be able to apply relevant approaches, models, techniques and methods, and to develop new ones under some supervision. • You will be able to contribute to broader management and administrative processes. • You will have the ability to analyse effectively; • You will have the ability to communicate effectively with students and staff; • You will have the ability to contribute to course developments and improvements; • You will have a sufficient breadth or depth of specialist knowledge in the discipline/subject area; • You will have evidence of the ability to teach in relevant subjects at undergraduate and postgraduate levels. 	
Knowledge and experience	<ul style="list-style-type: none"> • You will have teaching experience in relevant subjects at HE level; • You will have growing practical experience of application of teaching skills and techniques to university courses. • You will have growing experience of incorporating EDI principles or initiatives in your own teaching practice • You will have experience of pastoral care and motivating students • You will have developed further skills in and knowledge of different teaching methods and techniques; • You will have growing practical experience of application of teaching skills and techniques in the classroom 	

Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • You will have a PhD (or equivalent) in a relevant area. • You will demonstrate a willingness to complete 20 credits of a Postgraduate Certificate in Higher Education (PGCHE) or Education-related Masters, or equivalent. Or, you will have been awarded these qualifications, or equivalent. • You will demonstrate a willingness to achieve Higher Education Academy Fellow status, or equivalent. Or, you will already have this status, or equivalent. 	
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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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership

Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking

Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.

Professional pride

Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive

Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

