



Job title	Teaching Associate	Job family and level	Research & Teaching Level 4 (Teaching & Curriculum Leadership career path)
School/ Department	Economics	Location	University Park Campus

Purpose of role

The successful candidate will contribute to the School's reputation as a recognised centre of international excellence. They will be expected to deliver high quality teaching programmes in economics at the undergraduate and postgraduate levels, and assist with the administration of the School.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Teaching</p> <ul style="list-style-type: none"> ▪ Develop teaching materials for lectures, tutorials and classes for the School's undergraduate and postgraduate programmes. ▪ Give lectures, tutorials and classes on the School's undergraduate and postgraduate programmes. ▪ Supervise and provide support for undergraduate student projects and dissertations. ▪ Participate fully in the School's examination process through the preparation and marking of examinations and coursework and through participation in examination boards. 	70%
2	<p>Professional development and scholarship</p> <ul style="list-style-type: none"> ▪ Undertake further training consistent with continuous professional development, including pursuing formal higher education teaching qualifications. ▪ Engage in scholarship in relation to the discipline and/or teaching and learning. 	20%
3	<p>Administration and other duties</p> <ul style="list-style-type: none"> ▪ To assist in the administration of the School through taking on specific administrative duties, membership of School Committees and participation in School meetings. ▪ To undertake other duties as required by the Head of School, appropriate to the post. 	10%

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent oral and written presentation skills, including the ability to communicate economic analysis with clarity • High analytical ability to facilitate conceptual thinking, innovation and creativity • Ability to creatively apply relevant approaches to economics teaching and learning support. • Ability to assess and organize resource requirements and deploy effectively. • Ability to build relationships and collaborate with others, both internally and externally 	<ul style="list-style-type: none"> • Ability to engage and retain the interest and enthusiasm of students and inspire them to learn • Ability to design course materials and plan and organize the delivery and assessment of taught courses within an agreed quality framework
Knowledge and experience	<ul style="list-style-type: none"> • Previous teaching experience of economics with small groups at Higher Education level 	<ul style="list-style-type: none"> • Experience in working in research and teaching teams • Experience of academic and/or pastoral support for students
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> • Awarded, or demonstrably close to submitting, a PhD in Economics or Econometrics 	<ul style="list-style-type: none"> • Some training for teaching at University level



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

