



Job title	Teaching Associate 0.2 FTE Fixed term ending 30/06/27	Job family and level	Research and Teaching Level 4 (T&L)
School/ Department	Modern Languages and Cultures	Location	Trent Building, University Park Campus

Purpose of role

The primary purpose of the role will be to convene and deliver one already existing final year module in German linguistics to students of German, including associated assessment duties, and potentially supervising undergraduate dissertations in German linguistics. The post-holder may also be expected to make contributions to planning of German linguistics teaching at all levels in the department.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Teach To convene and deliver teaching on one module in German linguistics, and to supervise undergraduate dissertations in German linguistics.	65%
2	Assess Set and mark coursework and exams; select appropriate assessment instruments and criteria; assess the work and progress of students by reference to the criteria.	10%
3	Scholarship* Continually update knowledge and understanding in field or specialism; translate knowledge of advances in the subject area into the course of study.	15%
4	Administration Undertake administrative duties as directed by the Head of Department, including acting as convenor on their modules.	10%

*‘scholarship’, defined as the proactive engagement with critical inquiry into the processes of learning in higher education contexts. Scholarship is curiosity and evidence-driven. Its purpose is to enhance student learning and the quality of teaching

Person specification

	Essential	Desirable
Skills	▪ Excellent oral and written communication skills in both German and English including the ability to communicate with clarity on complex information. ▪ Ability to teach and assess German linguistics for students of German. ▪ Ability to design course materials and plan to and organise the delivery and assessment of taught courses within an agreed quality framework. ▪ High analytical ability to facilitate conceptual thinking, innovation and creativity ▪ Ability to creatively apply relevant approaches to teaching and learning support. ▪ Ability to assess and organise resource requirements and deploy effectively. ▪ Ability to build relationships and collaborate with others, both internally and externally. ▪ Ability to engage and retain the interest and enthusiasm of students and inspire them to learn.	▪ Ability creatively to apply relevant approaches, models, techniques and methods, and to develop new ones under some supervision. ▪ Ability to contribute to broader management and administrative processes e.g. with regard to health and safety, expenses. ▪ Understanding of relevant University and academic unit procedures and the ability to manage own area accordingly
Knowledge and experience	▪ Good knowledge of teaching methods and techniques.	▪ Previous experience of teaching linguistics modules at University level
Qualifications, certification and training (relevant to role)	▪ PhD or equivalent (or thesis pending) in German, linguistics, other relevant subject area or the equivalent in professional qualifications and experience.	



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

