



Job title	Teaching Associate	Job family and level	Level 4 (Teaching and Learning Focus)
School/ Department	School of Sociology and Social Policy - Centre for Social Work	Location	Law and Social Sciences Building, University Park

Purpose of role

The primary purpose of the role will be to undertake teaching and assessment duties in the Centre for Social Work which is part of the wider School of Sociology and Social Policy. The role holder will work as a member of a team that delivers teaching to students in social work at both undergraduate and postgraduate levels and will contribute to the planning, design and development of innovative degree programmes. They will be required to provide academic, pastoral and placement support to personal tutees. They will also be required to contribute to the effective management and administration of the School and the Centre for Social Work team by performing administrative duties allocated by the Head of School.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	Teaching • To plan, deliver and assess high quality teaching on the BA in Social Work and MA in Social Work, including acting as the convener or co-convener of modules where required. • Delivering skills days. • 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 provide academic, placement and pastoral support to students as a personal tutor in accordance with relevant University standards. • To address student issues of professional development and competency • To maintain appropriate records relating to teaching, learning, assessment and any academic and pastoral support provided to students. • 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

	To make a contribution to the success of the School, including by successfully undertaking an administrative role and/or the administrative management of specific initiatives	
	Administration - To contribute to the effective management and administration of the School and the Centre for Social Work team by performing duties allocated by the Director of Centre for Social Work and/or Head of School. - To contribute to the recruitment of students through participating, for example, in interviews and university open days	20
	Collegiality - To collaborate with academic colleagues on areas of shared interest and need e.g. in course development, curriculum changes, student skills assessment and collaborative or joint projects. - To undertake any other tasks that are reasonably requested by colleagues or managers	5

Person specification

	Essential	Desirable
Skills	• Ability to contribute to the planning, design and development of taught programmes relevant to social work • Ability to supervise undergraduate and postgraduate students through individual and group tutorials and visiting their practice placements. • Excellent inter-personal skills: the ability to work effectively as a team player and build relationships and collaborate with others, both internally and externally • Ability to use ICT competently • Excellent oral and written communication skills, including the ability to communicate complex information clearly and concisely. • Time management and organisational skills necessary to complete administrative and other tasks effectively and on time.	Experience of teaching social work with Children and Families
Knowledge and experience	• Experience of developing teaching or training materials • Experience of successfully managing competing demands in a busy working environment • Relevant experience of social work practice in the UK setting	• Experience of teaching or training social workers or social work students • Experience of providing academic and pastoral support to students. • Experience of marking undergraduate or postgraduate student assignments
Qualifications, certification and training (relevant to role)	• BA (Hons) in Social Work or other relevant qualifying degree	• Higher education teaching qualification (or working towards)

	• Qualified social worker registered with Social Work England	• Qualified and experienced Practice Educator • MA and/or PhD in related area
Statutory, legal or special requirements	• It is a condition of this post that satisfactory enhanced disclosure is obtained from the 'Disclosure and Barring Service	•



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



