



Job title	Teaching Associate - Languages for clinical communication (Fixed-term various)	Job family and level	Research and Teaching Level 4 (T&CL)
School/ Department	Department of Modern Languages and Cultures - Language Centre	Location	Trent Building, University Campus

Purpose of role

Teaching on the Languages for clinical communication programme and associated administrative duties in the Language Centre section of the Department of Modern Languages and Cultures (MLC). There are seven full-time and two part-time positions available covering the following languages: British Sign Language, French, Arabic, Arabic for false beginners (part-time), German, Spanish (part-time), and Korean.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Teaching - Teaching 12.5 hours per week to medical students. Classes take place between 9am and 6.15pm. - Module convenor for 'Language for Clinical Communication' module. - Production of module information documents and study materials to support learning both in and out of the classroom	90%
2	Assessment - Production of written, oral, listening examinations and continuous assessment materials. - Marking and second marking of oral, written and listening examinations for all teaching groups.	5%
3	Other - Deal with student enquiries - Attendance at departmental meetings. - Any other duties, appropriate to the grade and role as directed by the Director of the Language Centre.	5%

Person specification

	Essential	Desirable
Skills	▪ Ability to deliver communicative language teaching to multicultural and multilingual groups. ▪ Competent user of IT for teaching, administration and material development. ▪ Use of a virtual learning environment such as Moodle. ▪ Use of a range of teaching methodologies. ▪ Good communicator. ▪ Effective communication skills in English. ▪ Able to establish a good rapport with students. ▪ Adaptable and willing to work as a team member. ▪ Excellent time management and organisational skills. ▪ Able to take initiative.	
Knowledge and experience	▪ Proven track record in university teaching and experience in convening modules. ▪ Experience in designing syllabi and examinations for post GCSE language modules. ▪ Experience in using e-learning tools for pedagogical development.	▪ Teaching languages in a higher education institution.
Qualifications, certification and training (relevant to role)	▪ Degree in target language or equivalent qualification. ▪ Native or near native command of target language ▪ PGCE, PGCHE or equivalent teaching qualification.	▪ 15 credits of a UK Postgraduate Teaching Certificate or Education-related Masters.



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

