

Academic: Education Focused Job Family – Grade 5

Role Summary

Role holders at this level will conduct teaching and assessment, generally at sub honours level, within a clear and established programme, where the format and learning objectives are typically pre-defined by others. They will be responsible for the development of their own teaching materials, for assessing student progress and providing feedback, and for setting and marking assignments (with assistance/support as required). Role holders will manage and prioritise their own workload/activities within agreed objectives, and will attend and contribute to relevant meetings and decisions affecting the work of the teaching team. They will possess sufficient breadth/depth of specialist knowledge in the discipline to effectively contribute to the teaching programme, where the knowledge and skills required are typically gained following the attainment of a degree or equivalent in the relevant area plus some previous teaching/tutoring experience. The role holder is also likely to be working towards a PhD.

Representative Work Activities (Based on National Library of Role Profiles/HERA)

Teaching & Learning Support	<ul style="list-style-type: none"> • Provide support to colleagues engaged in the teaching process. • Carry out teaching within a clear and established programme, with assistance and support as required. • Develop own teaching materials, with assistance and support as required. • Set and mark assignments. • Contribute to the development of examination questions. • Assess student progress and provide feedback.
Research	<ul style="list-style-type: none"> • Reflect on practice and the development of own teaching and learning skills.
Communication	<ul style="list-style-type: none"> • Deal with routine communication using a standard media. • Communicate information and ideas to students. • Write handouts and other learning support materials.
Liaison & Networking	<ul style="list-style-type: none"> • Liaise with colleagues and students. • Join appropriate internal networks.
Team Development	<ul style="list-style-type: none"> • Manage, with guidance, own teaching activities.
Teamwork & Motivation	<ul style="list-style-type: none"> • Actively participate as a member of a teaching team. • Attend and contribute to relevant meetings.
Pastoral Care	<ul style="list-style-type: none"> • Required to show sensitivity/consideration to others.
Initiative, Problem-Solving & Decision-Making	<ul style="list-style-type: none"> • Deal with problems which may affect the delivery of own teaching. • Contribute to decisions affecting the work of the team.
Planning & Organising Resources	<ul style="list-style-type: none"> • Plan own day-to-day activities within the framework of the agreed programme. • Co-ordinate own work with that of others to avoid conflict or duplication of effort. • Contribute to the planning of teaching programmes.
Sensory & Physical Demands	<ul style="list-style-type: none"> • Demands may vary from relatively light to a high level depending on the discipline and type of work undertaken, and may involve carrying out tasks that require the learning of certain skills.
Work Environment	<ul style="list-style-type: none"> • Is required to be aware of the risks in the work environment.

<p>Knowledge & Experience</p>	<ul style="list-style-type: none"> • Required to possess sufficient breadth/depth of specialist knowledge in the discipline to effectively contribute to the teaching programme/s. • Knowledge of appropriate teaching and assessment methods. • Knowledge and skills required are typically gained following the attainment of a degree or equivalent in the relevant area, plus some previous teaching/tutoring experience. • Role holder is likely to be working towards a PhD. • Engage in continuing professional development in order to update knowledge and develop skill. • Knowledge of and adherence to the University's Health and Safety and Equal Opportunities policies/procedures.
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Personal Skills and Attributes

- Well developed communication and interpersonal skills.
- Sound analytical and problem solving capability.
- Ability to work independently.
- Supportive and co-operative team member.
- Proven planning, organisational and prioritising capability.
- Receptive to new ideas, approaches and change.
- Courtesy, respect and collegiality at all times.