

Candidate Information

Position:	Teaching Associate (until 29 June 2020)
School/Department:	Centre for Biomedical Sciences Education
Reference:	19/107672
Closing Date:	Monday 5 August 2019
Salary:	£33,199 to £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Monday 19 August 2019
Duration:	until 29 June 2020

JOB PURPOSE:

To teach histology/embryology to undergraduate and postgraduate students of the Faculty of Medicine, Health & Life Sciences; to contribute to related administrative and outreach activity.

MAJOR DUTIES:

Teaching:

1. Deliver a range of teaching activities in histology/embryology including lectures, practical classes and tutorials within the undergraduate and postgraduate programmes of the Faculty of Medicine, Health & Life Sciences.
2. Contribute to the assessment of students' work by setting and marking examinations and coursework using relevant criteria.
3. Seek ways of improving student performance by reflecting on teaching design and delivery and obtaining and analysing student feedback.
4. Supervise practical work where it is part of the course and advise students on techniques.
5. Plan and develop independent teaching contributions and contribute to the design or revision of course units; contribute to curriculum development.
6. Develop own teaching materials.

Administration/Contribution to the Community:

1. Contribute to the School's outreach and marketing strategy including contributing to Open Days and other course promotional events.
2. Mentor students within own area to ensure, as far as practicable, that relevant teaching issues are dealt with in a timely and effective manner.
3. Carry out designated administrative duties, including for example, participation in committee work; assisting with module/course administration; employability activities.
4. Ensure that appropriate records associated with teaching are processed and archived.
5. Contribute appropriately to the Teaching Quality Assurance activity of the Centre.

Planning and Organising:

1. Plan and manage teaching contributions as agreed with Centre Director or Head of School.
2. Co-ordinate with others (such as module coordinators, support staff or academic colleagues) to ensure efficient delivery of student needs and expectations.
3. Contribute to the on-going development of modules and teaching.
4. Plan for use of teaching resources including laboratories and tutorials where appropriate.

Resource Management Responsibilities:

1. Share the responsibility, with Centre Director and Chief Technician of ensuring practical classes / tutorials have adequate resources in terms of equipment, consumables and demonstrators.
2. Mentor students especially in relation to their practical class activity and the acquisition of practical skills.

Internal and External Relationships:

1. Membership of the School Board and Centre Examination Board and such committees relevant to their administrative duties (e.g. Module/Pathway Review).
2. Collaborate with other staff within Faculty, School and Centre as appropriate.
3. Support the School's outreach programme by contributing to Open Days and other promotional events.

ESSENTIAL CRITERIA:

1. A primary degree in anatomy, biomedical science, human biology or closely related subject
2. Tertiary education level knowledge of Human Histology and Embryology
3. Evidence of teaching in Higher Education.
4. Proven ability to create effective teaching material.
5. Experience of setting and judging student assessments.
6. Evidence of contribution to administrative processes.
7. Ability to work efficiently and effectively within a given resource.
8. Experience of contributing to university community/outreach events.
9. Evidence of engagement in continuous professional development.
10. Ability to communicate complex information effectively to students.
11. Demonstrable intellectual ability.
12. Ability to build effective working relationships with University staff at all levels.
13. Demonstrable ability to be an effective team member.
14. Willingness to work irregular hours as reasonably required

DESIRABLE CRITERIA:

1. Have or about to obtain Postgraduate Qualification in Higher Education Training or HEA membership.
2. Have or about to obtain A higher degree (PhD/Masters) in a relevant area.
3. Knowledge of subjects related to the anatomical sciences e.g. gross human anatomy, cell biology
4. Experience of use of digital/virtual microscope slide systems.
5. Evidence of teaching histology and embryology at undergraduate and/or postgraduate level.
6. Evidence of good teaching evaluations.
7. Evidence of contribution to the enhancement of quality teaching.
8. Experience of student mentorship.
9. Familiarity of a broad range of assessment methodologies.
10. Familiarity with the use of digital/online learning.
11. Experience of educational quality assurance mechanisms.