

**JOB DESCRIPTION**

**Vacancy Ref: 0752-24**

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| **Job Title:** Senior Teaching Associate in Glacial Systems | **Grade:** 7 |
| **Department/College:** LEC | |
| **Directly responsible to:** Director of LEC | |
| **Supervisory responsibility for:** Undergraduate and postgraduate students | |
| **Other contacts** | |
| **Internal:** LEC Associate Directors, LEC academic colleagues, LEC Enterprise and Business Partnerships (EBP) team, collaborating research groups, teaching and administrative teams, colleagues & students, colleagues in other depts. | |
| **External:**  Academic and research networks, local/regional/international conservation organizations,employers and business organizations, professional bodies, local and national government departments and organizations, potential students and their parents. | |
| **Major Duties:**   * Design, develop and deliver lectures, tutorials, workshops, practical sessions and field courses at undergraduate and postgraduate level to support UG and PG modules. * Assess coursework, examinations and dissertations and provide appropriate and timely feedback to students. * Offer pastoral care, support and guidance to students. * Develop teaching skills and effective practices. * Assist in the administration of teaching. * Train and supervise teaching demonstrators where appropriate. * Attend and participate in academic staff meetings and meetings of other University committees. * Carry our other duties, appropriate to the skills and experience of the post-holder, as assigned from time to time by the Director of LEC or the Dean of the Faculty. | |