

**JOB DESCRIPTION**

**SENIOR TEACHING ASSOCIATE IN GERMAN STUDIES**, DeLC

**Vacancy Ref:** Click here to enter text.

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| **Job Title:** Senior Teaching Associate in German Studies | **Present Grade:** 7 |
| **Department/College:** DeLC (Languages and Cultures) |
| **Directly responsible to:** Head of Department |
| **Supervisory responsibility for:** Teaching Associate; part-time tutors |
| **Other contacts**  |
| **Internal:** Department and Faculty of Arts and Social Sciences colleagues and students, together with colleagues in other faculties, providers of student support services, the Library, Information Systems Services and central administration. |
| **External:**  Academic bodies and agencies including professional associations and partner institutions  |
| **Major Duties:*** To contribute to the design and delivery of undergraduate language and culture teaching in German in the Department at all levels, through workshops, lectures, seminars and tutorials including the setting and marking of written and oral assessment. If appropriate, contribution to other languages in DeLC and/or department postgraduate taught programmes.
* To convene language and culture courses and year groups at any level (first to final year; beginners, intermediate or advanced).
* To contribute to the revision or development of undergraduate language and culture programmes in terms of design, content, structure, progression, modes of delivery and methods of evaluation.
* To contribute to the design, delivery, convenorship, revision and development of DeLC postgraduate taught modules and programmes, where appropriate.
* To engage with subject, professional and pedagogic research to enhance teaching and learning provision
* To take on administrative roles within the German studies section and the Department as a whole.
* To contribute to the Department’s academic care and personal tutoring of its students and to the enhancement of their learning, development and achievement.
* To contribute to departmental staff development activities.
* To participate in the Department’s various outreach activities including Open Days, school visits, public engagements etc.
* To undertake supplementary academic and administrative duties as required by Head of Department.
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