

**JOB DESCRIPTION**

Teaching Associate in German Studies, School of Global Affairs

**Vacancy Ref:** 1313-24

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| **Job Title:** Teaching Associate in German Studies | **Present Grade:** 6P |
| **Department/College:** School of Global Affairs | |
| **Directly responsible to:** Head of School | |
| **Supervisory responsibility for:** None | |
| **Other contacts** | |
| **Internal:** School and Faculty colleagues and students, providers of student support services, the Library, ISS and central administration. | |
| **External:** Consulates/diplomatic institutions relevant to the subject discipline of the postholder; partner institutions relevant to the subject discipline; cultural institutions relevant to the subject discipline. | |
| **Major Duties:**   * Teaching all levels of German language provision in the Department, covering all language skills, and teaching German cultural provision as required. * Preparing diverse course materials relating to the teaching of the subject discipline. * Contributing to the developing of coursework assessment and exams. * Marking related to courses taught. * Orally examining courses taught. * Contributing to syllabus design. * Checking class attendance and reporting absenteeism as per School guidelines. * Contributing to International Placement Year preparation and administration including marking related to courses taught, advice and support to students. * Supporting students as an academic advisor. * Initiating and promoting a variety of extra-curricular cultural activities in the subject discipline. * Engaging as appropriate with relevant student bodies. * Attending meetings associated with courses taught. * Maintaining availability to address student enquiries. * Consulting convenors of courses taught and other members of staff as appropriate. * Undertaking such duties as may be requested by the Head of School consistent with the grade of the post. | |