

**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.
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