

**JOB DESCRIPTION**

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| **Job Title:** Senior Teaching Associate | **Present Grade:** 7P |
| **Department/College:** Psychology | |
| **Directly responsible to:** Head of Department, Psychology | |
| **Supervisory responsibility for:** n/a | |
| **Other contacts** | |
| **Internal:**  Students, Academic, Professional Services & Research staff within the Department of Psychology; Staff across the Faculty of Science and Technology and within the Faculty Office; Academic and Professional Services staff across the University**.** | |
| **External:**  Liaison with colleagues at our International Teaching Partnerships. | |
| **Major Duties:**  **Teaching**   1. As part of a teaching team, develop own teaching materials, ensuring that defined learning objectives are met. 2. Undertake assessment activities and provide appropriate feedback to support student learning. This will be particularly focused across a range of first and second year courses but may also involve higher level undergraduate and masters courses. 3. Module coordination, including supervising Graduate Teaching Assistants to deliver seminars, workshops, and/or assessment activities.   **Administration**   1. To contribute actively and enthusiastically to the day-to-day running of the Department. 2. To undertake administrative duties, as requested by the Head of Department, or their nominated representative, including supporting the Departments contribution to the Curriculum Transformation Project (CTP) as required. 3. To attend Departmental meetings and planning meetings and to contribute to student recruitment activities (e.g., Applicant Visit Days).   **Collegiality**   1. To contribute regularly to Departmental meetings, events and discussion groups.   **Other**  10. To undertake other duties appropriate to the grade and position. | |