

JOB DESCRIPTION
Senior Teaching Associate in German Studies
Vacancy Ref: A2315

Job Title: Senior Teaching Associate	Present Grade: 7P
Department/College: DeLC	
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: <ul style="list-style-type: none"> • To contribute to the design and delivery of undergraduate language 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 DeLC postgraduate taught programmes. • To convene language courses and year groups at any level (first to final year; beginners, intermediate or advanced). • To contribute to the development of new undergraduate language programmes in terms of design, content, structure, progression, modes of delivery and methods of evaluation. • To develop, where appropriate revisions to existing courses or new courses in terms of design, content, structure, forms of delivery, method of assessment etc. • To contribute to the teaching of German culture and society, where appropriate. • To take on a major administrative role with the German studies section, such as the preparation, coordination and evaluation of the Year Abroad. • To contribute to the Department's academic and pastoral care of its students and to the enhancement of their learning, personal development and achievement. • To participate in the Department's various outreach activities including Open Days, school visits etc. • To undertake supplementary academic and administrative duties as required by Head of Department. 	