



<b>Job Title</b>	Teaching Fellow in International Studies
<b>School/Department</b>	International Studies
<b>Job Level</b>	UNNC Scale B Level 4
<b>Contract Status</b>	Full time
<b>Location</b>	University of Nottingham Ningbo China
<b>Hours of Work</b>	Irregular working hours, with 36.25 hours spread over 5 days
<b>Responsible to</b>	Head of International Studies

The School of International Studies offers interdisciplinary programmes taught by scholars working on cutting-edge research across the social sciences and humanities; politics, IR, history and sociology.

We are now looking for a talented or promising scholar to join our School as teaching fellow in International Studies. This is a position available from February 1<sup>st</sup> 2022 or soon after.

For this position, applicants should have a completed PhD in Political Science or a related area by the post start date. Candidates working in the general area of politics will be considered and we especially invite applications from academics with a track or developing record of teaching in research methods.

A crucial requirement is for candidates to evidence experience in teaching beyond their area of specialization. Candidates should demonstrate willingness and ability to contribute to the broader teaching in International Studies, which includes interdisciplinary modules in International Relations, comparative history, International organisation, Diplomacy, and other courses run in the school. The successful candidate must be able to teach courses at the undergraduate and post graduate level.

The successful applicant will be expected to make a strong contribution to teaching in the School. They will take responsibility for identifying new opportunities to contribute to the quality of education and student experience we provide including identifying new opportunities and innovation to continuously improve the ways we teach and how students learn.

The position holder will also be expected to carry out administrative duties and represent the School within the University depending on needs and as directed by the Head of School.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
	<b>Teaching</b>	<b>80</b>

1	To plan and manage own teaching and provide advice as a member of the IS teaching team within the IS UG / PG programme of study, in a variety of settings including small group tutorials as well as lectures.	40%
2	Identify the learning needs of students and ensure that the content, methods of delivery and learning materials meet the defined learning objectives of various courses.	20%
3	To develop a national reputation in teaching through contributions to scholarly debate and discussion in the field of international relations and / or sociology including a contribution to writing up research findings for publication in leading journals and dissemination at national/international conferences etc.	6%
4	To identify and investigate issues which relate to teaching and learning which may arise in the area of international relations both individually and/or collaboratively.	8%
5	To build internal and external relationships in order to share information, identify potential sources of funds and/or opportunities for collaboration. Prepare proposals and applications to external or internal bodies for funding, for teaching innovation, enhancement projects or for own teaching development activities.	2%
6	To collaborate with academic colleagues on areas of shared interest e.g. course development, curriculum changes, and collaborative or joint research projects.	2%
7	To supervise and provide first line support for undergraduate and/or postgraduate student's projects, fieldwork and placements, as appropriate and contribute to collaborative decision making with colleagues on the assessment of students work to identify and respond to the diversity of students' needs.	2%
	<b>Administration and others</b>	<b>20</b>
8	To contribute to the effective management and administration of the School/ Department/work unit by performing duties allocated by the Head of academic unit. This may include responsibility for administrative duties in areas such as admissions, time-tabling, examinations, and assessment of progress and student attendance.	10%
9	To contribute to organising resources and effective decision making in support of teaching. Maintain records and materials in support of teaching activities	4%
10	To develop and continually update knowledge and understanding in field or specialism and to seek ways of improving own performance by reflecting on pedagogical teaching design, delivery and obtaining and analysing feedback in order to develop own teaching and learning skills.	3%
11	To participate in training and staff development events as trainer or trainee as appropriate.	1%
12	To maintain appropriate professional development, expertise and awareness.	1%
13	To undertake other tasks and responsibilities as may reasonably be required.	1%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, certification and training (relevant to role)</b>	PhD or close to completion in relevant subject area or the equivalent in professional qualifications and experience	Higher Education teaching qualification (or working towards) Preferably not less than two years of teaching in higher education.
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information.</li> <li>▪ High analytical ability to facilitate conceptual thinking, innovation and creativity</li> <li>▪ Ability to creatively apply relevant approaches to teaching and learning support.</li> <li>▪ Ability to assess and organise resource requirements and deploy effectively.</li> <li>▪ Ability to build relationships and collaborate with others, both internally and externally.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to engage and retain the interest and enthusiasm of students and inspire them to learn.</li> <li>▪ Ability to design course materials and plan to and organise the delivery and assessment of taught courses within an agreed quality framework.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Previous teaching experience of small groups at undergraduate level in an international English speaking institution.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous success in gaining support for externally funded research projects.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Ability to work collaboratively in a multidisciplinary environment.</li> <li>▪ Ability to work effectively in a multi-cultural environment.</li> <li>▪ Ability to work to deadlines and to prioritise tasks.</li> </ul>	

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others



