

University of Sussex

ROLE PROFILES: TEACHING AND RESEARCH

<u>LEVEL 2</u> Main Responsibilities & Activities	<u>TEACHING AND RESEARCH</u>
1 Teaching and learning support	<ul style="list-style-type: none"> • Teach as a member of a teaching team in a developing capacity within an established programme of study, with the assistance of a mentor if required. • Teach in a developing capacity in a variety of settings. • Transfer knowledge in the form of practical skills, methods and techniques. • Identify learning needs of students and define appropriate learning objectives. • Ensure that content, methods of delivery and learning materials will meet the defined learning objectives. • Develop own teaching materials, methods and approaches with guidance and share responsibility for quality of programme units. • Develop the skills of applying appropriate approaches to teaching, • Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking. • Supervise the work of students, provide advice on study skills and help them with learning problems. • Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students. • Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback. • Set, mark and assess work and examinations and provide feedback to students.
2 Research and scholarship	<ul style="list-style-type: none"> • Develop research objectives and proposals for own or joint research, with the assistance of a mentor if required. • Conduct research projects individually and/or in collaboration with others. • Write up research work for publication. • Continually update knowledge and understanding in field or specialism. • Translate knowledge of advances in the subject area into the course of study.
3 Communication	<ul style="list-style-type: none"> • Deal with routine communication using a range of media. • Communicate complex information, orally, in writing and electronically. • Assist with preparing proposals and applications to external bodies, eg for funding and accreditation purposes. • Communicate material of a specialist or highly technical nature.
4 Liaison and networking	<ul style="list-style-type: none"> • Liaise with colleagues and students. • Build internal contacts and participate in internal networks and

	<p>relevant external networks for the exchange of information and to form relationships for future collaboration.</p>
5 Managing people	<ul style="list-style-type: none"> • Agree responsibilities. • Could be expected to oversee postgraduate students. • Act as a mentor for students in capacity of personal tutor.
6 Teamwork	<ul style="list-style-type: none"> • Collaborate with academic colleagues on course development, curriculum changes and the development of research activity. • Attend and contribute to department meetings. • Collaborate with colleagues to identify and respond to students' needs.
7 Pastoral care	<ul style="list-style-type: none"> • Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support. • Appreciate the needs of individual students and their circumstances. • Act as personal tutor, giving first line support. • Refer students as appropriate to services providing further help.
8 Initiative, problem-solving and decision-making	<ul style="list-style-type: none"> • Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and research activities. • Respond to pedagogical and practical challenges. • Share responsibility in deciding how to deliver modules and assess students.
9 Planning and managing resources	<ul style="list-style-type: none"> • Use teaching and research resources, laboratories and workshops as appropriate. • Plan and manage own teaching, research and administrative activities, as agreed with the head of department (or nominee), and with guidance if required.
10 Sensory, physical and emotional demands	<ul style="list-style-type: none"> • Sensory and physical demands may vary from relatively light to a high level depending on the discipline and the type of work and will involve carrying out tasks that require the learning of new skills. • Balance with help the competing pressures of teaching, scholarship, research and administrative demands and deadlines.
11 Work environment	<ul style="list-style-type: none"> • Is required to be aware of the health and safety risks in the work environment and their potential impact on their own work and that of others.
12 Expertise	<ul style="list-style-type: none"> • Possess sufficient breadth or depth of specialist knowledge in the discipline to work within established teaching and research programmes. • Engage in continuous professional development. • Able to engage the interest and enthusiasm of students and inspire them to learn. • Develop familiarity with a variety of strategies to promote and assess learning. • Understand equal opportunity academic content and issues relating to student need.