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| Job Description |  |
| Associate Lecturer (Teaching) in Caribbean HistoryFull-time, fixed term (12 months) | Grade: 7, £40,125 including London AllowanceDuration: 1 September 2021 – 31 August 2022 |
| UCL Institute of the Americas | Location: 51 Gordon Square, London |

#### Reports to

**LONDON’S GLOBAL UNIVERSITY**

Head of Department

#### Context

The UCL Institute of the Americas is a leading multidisciplinary specialist institution for the study of Latin America, the United States, the Caribbean and Canada. In the UK it acts as a focal point for students and researchers seeking to develop in-depth regional and continental knowledge of the Americas. As a centre for academics and students specialising in the social sciences and modern history of the Americas, it offers both three-year and four-year undergraduate degrees and six taught postgraduate degrees, and provides specialist supervision to doctoral level on a wide range of topics and all four main regions of the Americas.

The Institute collaborates with colleagues across UCL, including in the science departments, in the University of London, and across the UK to create a centre of excellence in research, teaching, research facilitation and public policy formulation on the Americas.

As part of its mission to promote specialist regional and comparative knowledge of the Americas, the Institute complements its teaching and research programmes by creating, supporting and coordinating national and international scholarly networks. It actively participates in knowledge exchange/public engagement, and organises its own programme of public lectures, seminars and specialist symposia serving the scholarly, diplomatic and public policy communities. The Institute manages and edits the Palgrave Macmillan Series *Studies of the Americas* and the UCL Press series *Modern Americas*.

Located in central London, in the heart of Bloomsbury at 51 Gordon Square, the Institute of the Americas is within a ten-minute walk to the British Museum, and in addition to UCL’s own world class library collection, it is close to the other major collections including the Senate House Library and the British Library. All staff are provided with networked computer with access to a vast portfolio of electronic research resources. Within UCL there are opportunities for collaboration with, among others, the Departments of History, Political Science, Geography, Anthropology, Spanish, Portuguese and Latin American Studies and the Development Planning Unit.

Administrative duties are shared among members of the academic staff in such a way that in any given year most have at least one major and some minor administrative duties. The Department and UCL as a whole attach particular importance to the pastoral care of students and to providing a friendly and welcoming environment for their studies. Additionally, the Institute is community-minded and embodies a collegial spirit.

#### Main purpose of the job

To carry out teaching and administration within the Institute of the Americas, especially in the area of Caribbean History. We particularly welcome applicants with research and teaching interests that complement our existing provision. The post has been created to cover the AHRC-funded research leave of our Caribbean historian, Dr Kate Quinn.

The postholder will lead our Master’s programme in Caribbean and Latin American Studies, including teaching two core Master’s modules. They will also offer a second-year undergraduate option and contribute to core teaching at all levels. Ability to teach Dr Quinn’s undergraduate module will be welcome (AMER0067 The Caribbean in the Shadow of the North: Caribbean-US Relations in the Twentieth Century), but it may be possible to offer a module of the postholder’s own choosing.

#### Duties and responsibilities

**Main duties and Responsibilities**

* To teach at undergraduate and postgraduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department. The appointee will convene two postgraduate taught Masters modules that form the basis for our MA programme in Caribbean and Latin American Studies and are optional modules for the new MA in Race, Ethnicity, and Postcolonial Studies hosted by the Sarah Parker Remond Centre for the Study of Racism and Racialisation at UCL: AMER0011 Politics, Society and Development in the Modern Caribbean and AMER0013 The Caribbean from the Haitian Revolution to the Cuban Revolution. The postholder will convene a 15-credit undergraduate optional module (c. 20 students) and also contribute lectures to the first-year undergraduate module Encountering the Americas (30 credits, c. 35 students), and the Master’s core module Researching the Americas (c. 25 students, 15 credits). The appointee may also contribute to the third-year undergraduate core module Contemporary Issues in the Americas (30 credits, c.25 students) and to the teaching of the second-year undergraduate research methods module (c. 25 students, 30 credits).
* To supervise or assist with supervision of taught graduate (Masters) dissertations. It is anticipated that the appointee will supervise approximately eight Masters dissertations in appropriate fields.
* To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
* To participate in the development, administration and marking of essays, exams and other assessments.
* To provide pastoral care and support to students. The appointee will be responsible for approximately four undergraduate and five postgraduate personal tutees.
* To participate in the administration of the department’s programmes of study and other activities as requested.
* To contribute to departmental, faculty, or UCL-wide working groups or committees as requested.
* To maintain own continuing professional development.
* To maintain a research profile. While the post is teaching-intensive, time for research is built into the contract and the appointee will have access to funds for research and to research mentoring and support.

**Other Duties**

* To actively follow and promote UCL policies, including Equal Opportunities.
* To maintain an awareness and observation of fire and health and safety regulations.
* To carry out any other duties commensurate with the grade and purpose of the post.

**Employee Benefits**

* Access to designated office space.
* Coverage by UCL’s Parental Leave and Pay Policy.
* Automatic enrolment in USS pension scheme.

**Career Development Opportunities**

* Access to the departmental mentoring scheme, including regular meetings with an appropriate mentor.
* If appropriate, the opportunity to enrol on UCL’s Arena One training scheme, leading to application for Fellowship of the Higher Education Academy.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

# Person Specification

| **Criteria** | **Essential (E) or Desirable (D)** | **Assessment method****(Application/Interview/Presentation)** |
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| **Qualifications, experience and knowledge** |  |  |
| PhD in Caribbean History or related subject in the history and cultures of the Americas, either awarded or with viva date set. | E | Application |
| PGCE (Postgraduate Certificate of Education), Fellowship or Associate Fellowship of the Higher Education Academy, or other teaching qualification. | D | Application |
| Researching and teaching or other employment in the field of the history and cultures of the Americas. | E | Application |
| Research and teaching knowledge in the history of the Americas. | E | Interview/Presentation |
| Fluency in spoken and academic written English. | E | Application/Interview/Presentation |
| Ability to teach modules offered by the post holder at UG and PGT levels (see “Main Duties and Responsibilities” above for details). | D | Application/Presentation |
| Experience of assessing student work. | D | Application/Interview |
| Experience of curriculum design. | D | Application |
| Training or experience in pastoral care of students. | D | Application |
| **Skills and abilities** |  |  |
| Capacity to teach and give other forms of public presentation, including undergraduate modules, core research methods for Master’s students, and specialist postgraduate taught modules. | E | Presentation |
| Experience of supervising academic work by university students. | E | Application/Interview |
| Ability to manage modules and module material using Moodle (virtual learning environment) as a teaching and learning tool, after training. | E | Application |
| Proven record of ability to manage time and work to strict deadlines. | E | Application/Interview |
| Ability to write clearly in English and tailor communication style to meet the needs of the recipient. | E | Application |
| Evidence of a research trajectory leading to inclusion in a future Research Excellence Framework exercise. | D | Application/Interview |
| Experience teaching at Masters level. | D | Application |
| **Personal attributes** |  |  |
| Ability to work collaboratively. | E | Application/Interview |
| Ability to share in organisation and management of undergraduate and postgraduate taught programmes. | E | Application/Interview |
| Ability to work with colleagues to fulfil quality assurance targets for modules and programmes. | E | Application/Interview |
| Commitment to academic research. | E | Application/Interview |
| Commitment to high quality teaching and fostering a positive learning environment for students. | E | Application/Interview |
| Commitment to continuous professional development. | E | Application/Interview |
| Commitment to UCL’s policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds. | E | Application/Interview |

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In addition to the person specification criteria, all academic staff are expected to demonstrate their ongoing commitment to academic excellence; that is, to the conduct of research, publication, teaching, enabling and other forms of knowledge transfer, at the highest levels of international achievement. This is outlined in ‘Excellence and the UCL Community: A Shared Endeavour’ http://www.ucl.ac.uk/excellence/.

**How to Apply**

Apply online at http://www.ucl.ac.uk/hr/jobs/

Please submit a CV along with the standard application form.

**You will need to register to use the system if you have not used it before. You are able to do this after you have clicked on the 'Apply now' button at the bottom of the advertisement.**

Queries regarding the application procedure should be addressed to Ruth Harper, Institute Manager (ruth.harper@ucl.ac.uk). Enquiries concerning the requirements of the post may be directed to Jonathan Bell, Head of Department (jonathan.bell@ucl.ac.uk).