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| Job Description |  |
| Associate Lecturer (Teaching) International Politics of Latin America  |  |
| UCL Institute of the Americas Grade: Grade 7Salary: £42,157 - £45,720 per annum including London Allowance | Hours of Work: 7.3 hours per week (0.2FTE)Duration: this post is fixed term from 3 January to 31 May 2023.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 relating to the module The International Politics of Latin America. Teaching for the module will take place on Mondays.**

#### Duties and responsibilities

**Main duties and Responsibilities**

* To act as module leader and deliver teaching (lectures, seminars, and tutorials) for the Master’s option module ‘The International Politics of Latin America’.
* To provide academic and pastoral support for students, including 1 hour of office hours per week.
* To assess and give feedback on students’ assessment on the Master’s module, and to act as moderator for assessment undertaken by other departmental colleagues.
* To assist with quality assurance procedures.
* To manage the module and module material using Moodle (virtual learning environment) as a teaching and learning tool.
* To attend Department, Exam Board and other meetings as required/invited.
* To participate in the UCL training programme for new teaching staff as appropriate.
* To assist in maintaining records to monitor student progress, achievement and attendance.

**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)** |
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| **Qualifications, experience and knowledge** |  |  |
| PhD in a relevant subject to International Politics of Latin America, either awarded of with date set | E | Application |
| PGCE (Postgraduate Certificate of Education), Fellowship or Associate Fellowship of the Higher Education Academy, or other teaching qualification. | D | Application |
| Research and teaching experience in the field of International Politics in Latin America | E | Application/Interview/Presentation |
| Experience of assessing student work. | D | Application/Interview |
| Training or experience in pastoral care of students. | D | Application |
| Experience teaching at Master’s level. | D | Application |
| Ability to work collaboratively. | E | Application/Interview |
| Ability to share in organisation and management of postgraduate taught programmes. | E | Application/Interview |
| **Skills and abilities** |  |  |
| Capacity to teach and give other forms of public presentation, including specialist postgraduate taught modules. | E | Interview/Presentation |
| 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 |
| **Personal attributes** |  |  |
| Commitment to high quality teaching and fostering a positive learning environment for students. | 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 Dr Nick Witham, Head of Department (n.witham@ucl.ac.uk).