

Job Description

Job Title: Senior Teaching Fellow

Job category: Fractional Teacher

Grade: G7

Accountable to: Dean of Faculty via Head of Department

Job Summary:

To provide high quality teaching in degree and non-degree courses, including the development and preparation of materials and assessment of students at all levels.

A. Core Duties

1. To undertake teaching of courses to an agreed number of hours of classroom contact per year, agreed in the light of other responsibilities, and to a maximum of 18 hours per week.
2. To act as course convenor for courses, including making appropriate arrangements for the timetable, syllabus, learning materials, tutorial/seminar sessions and assessment; and to attend the relevant examination board(s).
3. To design and deliver course plans and materials.
4. To set and mark exams and other coursework according to the approved rubric/regulations, allocating marking where the number of lecturers or class size or structure make this necessary.
5. To provide pedagogic advice to students related to the contracted course(s), including designating a fixed period of time on a weekly basis for this.
6. To participate in Examination Boards where required by the Head of Department.
7. To keep course records and monitor student attendance and absence as determined by the Faculty Office

B. Other Duties

1. As occasionally required, to write references for students and potential employers with input from other lecturers/tutors on the course.
2. To engage in pedagogic research/scholarship in support of teaching.
3. To attend relevant (usually internal and occasionally external) meetings, seminars and teaching forums.
4. To collaborate with colleagues and departmental staff.
5. When required to act outside the scope of their course and contract, the faculty may make discretionary awards.
6. To undertake any other reasonable teaching-related or administrative duties as may be required by the Head of Department and/or Dean of Faculty, as are commensurate with the grade of the post.

Competency and Evidence

Teaching and Learning Support

- Design and deliver high quality teaching and assessment to students registered to the contracted course(s).
- Set, mark and assess work and examinations and provide feedback to students.
- Ensure that content, methods of delivery and learning materials will meet the defined learning objectives.
- Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- Oversee the work of students, provide advice on study skills and help them with learning problems.
- Adapt teaching delivery to meet students' requirements and to identify ways of improving standards.

Research and Scholarship

- Undertake pedagogic research/scholarship using a range of sources to support teaching.

Communication

Oral:

- Deliver high quality teaching to students registered to the contracted course(s).
- Participate in discussions and meetings within the department.
- Respond to verbal and written queries from students registered to the contracted course(s).

Written:

- Provide high quality course outlines/teaching materials.

- Provide written feedback to assessed work.

Liaison and Networking

- Frequent liaison with departmental colleagues (particularly including the Head of Department) on a wide range of issues.
- Frequent liaison with faculty administrative staff on a wide range of procedural issues.
- Pass relevant information onto students promptly & clearly as required.

Managing People

- Agree own responsibilities (with Programme Convenor and/or Head of Department as appropriate).
- Manage own teaching, scholarly and administrative activities, with guidance if required.
- Overseeing students and their academic work.
- Act as a mentor for students in capacity of personal tutor, where required.

Teamwork and Team Development

- Participate in department meetings and discussions
- Collaborate with academic colleagues on course development and curriculum changes; and with colleagues to identify and respond to students' needs.
- Participate in Peer Observation of Teaching scheme.

Pastoral Care and Welfare

- Provide pedagogic advice to students related to the contracted course(s), including designating a fixed period of time on a weekly basis for this, and referring to others (Personal Tutors and Student Welfare staff) when extra help is needed.
- 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, where required.

Initiative, Problem Solving and Decision Making

- Use initiative and creativity to respond to day-to-day course-related problems, identifying practical and suitable solutions (within the agreed rubric/regulations).
- Take or share decisions regarding the content, delivery and assessment of the contracted course(s) within the agreed rubric/regulations.

Planning and Managing Resources

- Plan and manage own teaching, tutorials and resources.(as agreed with Mentor, Programme Convenor or Head of Department).

Sensory and Physical Demands

- Use a range of equipment to assist with teaching delivery and carrying out tasks that require the learning of certain skills.
- Balance with help the competing pressures of teaching scholarship and administrative demands and deadlines.

Work Environment

- Be aware of common hazards and risks within the teaching environment, and

eliminate them to safeguard self and students.

Expertise

- Specialist academic expertise in the discipline(s) related to the contracted course(s).
- Ability to lecture and tutor undergraduate and/or postgraduate students from diverse backgrounds and experience to a high academic standard.
- Engage in continuous professional development.
- Develop familiarity with a variety of strategies to promote and assess learning.
- Understand equal opportunity issues as they may impact on academic content and issues relating to student need.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.

The duties set out at section A are “core duties”, and are fundamental to your contract of employment. A failure to carry out these core duties will be regarded as a fundamental breach on your part of the contract of employment, which could lead to summary dismissal or implementation of the disciplinary procedure, as appropriate.

Person Specification

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Essential Skills, Knowledge, Experience:

1. Specialist academic expertise in the relevant disciplines
2. Ability to lecture and tutor undergraduate and/or postgraduate students from diverse backgrounds and experience to a high academic standard.
3. Proven administrative and organisational skills.
4. Sound time management skills; the ability to plan and to meet deadlines.
5. Well developed oral, written and interpersonal communication skills.

Essential Qualifications:

6. Educated to Postgraduate level or equivalent qualifications.

Essential Personal Qualities:

7. Ability to use initiative and creativity to resolve problems, identifying practical and suitable solutions.
8. Experience of providing pedagogic advice relating to the contracted course(s) as required, referring to others (Personal Tutors and Student Welfare staff) when extra help is needed.
9. Ability to establish and maintain good working relationships with students and staff.
10. Ability to work independently and to participate fully as a team member.
11. Commitment to providing quality programmes at all levels.
12. Flexibility and responsiveness, particularly to the changing education environment.
13. High degree of professional judgement and integrity.

Desirable:

14. Teaching experience in a Higher Education environment, preferably a University is desirable.
15. A PhD in a discipline related to the contracted course(s) or equivalent is desirable. Those with relevant professional experience will also be considered.