

Job Description

Job Title:	Teaching Fellow
Staff category:	Fractional Teacher
Grade:	G6
Accountable to:	Head of Department or named delegate (e.g. Course Convenor)

Job Summary:

To provide high quality teaching in degree and non-degree courses, including 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 develop and deliver teaching materials within the agreed teaching programme.
3. To mark assignments on the contracted course(s) according to the approved rubric/regulations, contributing to the development of examination/assessment questions as required.
4. 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.
5. To keep course records and monitor student attendance and absence as determined by the Faculty Office.

B. Other duties:

1. To attend relevant (usually internal and occasionally external) meetings, seminars and teaching forums.
2. To engage in pedagogic research/scholarship in support of teaching.
3. As occasionally required, to write references for students and potential employers with input from other lecturers/tutors on the course.

4. To collaborate with colleagues and departmental staff, particularly the Course Convenor(s) of the contracted course(s)
5. 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.
6. When required to act outside the scope of their course and contract, the faculty may make discretionary awards.

Competency and Evidence

Teaching and Learning Support

- Deliver high quality teaching and assessment, within the agreed teaching programme, to students registered to the contracted course(s).
- Set, mark and assess work ~~and examinations~~ and provide feedback to students.
- 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

- Reflect on practice and the development of own teaching and learning skills.

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 routine queries from students registered to the contracted course(s).

Written:

- Provide high quality course teaching materials.
- Provide written feedback to assessed work.

Liaison and Networking

- Frequent liaison with departmental colleagues (particularly including the Course Convenor(s) and 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 Course Convenor, and/or Head of Department as appropriate).

- Manage, with guidance, own teaching and administrative activities.
- Overseeing students and their academic work.
-

Teamwork and Team Development

- Participate in department meetings and discussions
- Actively participate as a member of the teaching team for the contracted course(s). 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 (Course Convenor(s), Personal Tutors and Student Welfare staff) when extra help is needed.
- Use listening, interpersonal and pastoral care skills to deal with routine issues concerning students and provide support.
- Appreciate the needs of individual students and their circumstances.

Initiative, Problem Solving and Decision Making

- Use initiative and creativity to respond to day-to-day course-related problems which may affect the delivery of own teaching (within the agreed rubric/regulations).
- Contribute to decisions affecting the work of the teaching team / department.
-

Planning and Managing Resources

- Plan and manage own teaching, tutorials and resources.(as agreed with Mentor, Course Convenor, or Head of Department).
- Coordinate own work with that of others to avoid conflict or duplication of effort.
- Contribute to the planning of the teaching programme for the contracted course(s).

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

- 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

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 (A1 – A5) 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

Job Title: Teaching Fellow

Essential Skills, Knowledge, Experience:

1. Academic expertise in discipline(s) related to the contracted course(s).
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 (Course Convenors, 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.