



Job Summary

Job Title: Teaching Fellow

Grade: 7

Job reference: SAH01248

Department: Media and Communication

Post Responsible To: Head of Department

Job Purpose:

As a Teaching Fellow you will undertake marking, supervision, teaching and production of course materials in line with the Department's learning and teaching strategies.

Principal Accountabilities:

Contribution to Teaching

- To undertake academic duties in terms of marking of exam papers/course work required to sustain the delivery of high quality teaching in line with the University's Assessment Regulations.
- To give lectures and tutorials/workshops in support of the required teaching obligations and to supervise project work by undergraduate and postgraduate students
- To maintain a broad knowledge of up-to-date research and scholarship in relevant fields to ensure that teaching meets the standards expected within a research-led University.
- To work within the context of the University's Regulatory Framework.
- To initiate innovation in teaching delivery and assessment.

Supervision and Support

- To provide academic support through electronic, telephone or face to face teaching methods.
- To monitor the progress of students, including contacting those who do not submit assignments where applicable.
- To be first point of contact for Students for Personal Support, in line with the Code of Practice on Personal Support for Students (draft at moment).
- To act as first point of contact for students for module/study related advice and support, facilitating study groups where appropriate and referring other matters to Student Services or Departmental Staff where additional student support is required.
- To provide induction for new students to the module and the method of supported distance learning where applicable.
- To help with the development of study skills for the module.
- To make proactive contact with students at critical points in the module (e.g. first assignment and exam support).



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- To provide feedback on student performance.

Production of Course Materials

- To edit course material with updated information under the supervision of a Module Convenor where appropriate to the School.
- To contribute to curriculum development through giving feedback to the Module Convenor.

Miscellaneous

- To attend Departmental/College meetings/workshops where required.
- To engage in continuous professional development, for example through participation in relevant staff development programmes.
- To ensure compliance with health and safety requirements in all aspects of work when required to attend the University.
- To participate in student recruitment activities as required.

Planning and Organising:

Long term planning/organisation of work in delivery of varied aspects of the job specification. Seek guidance from Teaching and Research mentors, administrative support staff and other academic colleagues as required.

Qualifications, Knowledge and Experience:

Essential

- A Master's degree or equivalent, or a professional or vocational qualification in the relevant subject area taught (appropriate Degree).*
- Experience in delivery of teaching to undergraduates/postgraduates.*

Desirable

- PhD (or close to completion)*

Skills, Abilities and Competencies:

Essential

- High level of proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students
- An appreciation of how adults learn and an appreciation of study skills.
- The ability and willingness to promote the learning of adults through on line, correspondence and telephone tuition and where applicable face to face tuition.
- The ability to use information and communication technology in teaching and supporting students and communicating with other areas of the School.
- The ability to work with students from diverse educational, cultural and work backgrounds.

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- The ability to work with students with disabilities.
- A commitment to student centred learning.*
- An understanding of and commitment to equal opportunities policies and practices.
- An organised and systematic approach to work.
- The ability to work successfully in a team and independently.
- Good written* and oral communication skills.
- A commitment to personal development.
- Availability and accessibility to students.
- Ability to travel to designated tutorial sites (where applicable).
- All teaching is in English and proficiency in English should be adequate to meet the requirements of the role.

Desirable

- The ability to use Webmail and Blackboard for administrative purposes and to make contact with students, departmental colleagues and other Associate Tutors.

**Criteria to be used in shortlisting candidates for interview*

Contract Information:

This is a fixed-term contract for one year and will terminate without further notice from the University on the date stated.

This post is required on a temporary basis for a short-term project/piece of work as per the Job Summary.

Working hours:

This is a full-time appointment.

Athena Swan:

We are proud holders of the Athena Swan Bronze Award which recognises and celebrates good employment practice for the advancement of gender equality in higher education and research. The award reflects our commitment to the advancement and promotion of diversity and equality. We are actively seeking Silver and Gold awards. <http://www.athenaswan.org.uk>



Appointment will normally be at the bottom of the scale unless justified otherwise.



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Applications:

We use a web based, e-recruitment system, which allows you to apply on-line at: www.le.ac.uk/joinus

As part of the online application process, you will be asked to supply contact details for your referees. Please ensure that one of these is your current or most recent employer. *You will also be asked to supply a CV and covering letter to support your application.*

Candidates short-listed for interview will be contacted by the University. If you do not receive a communication from the University within 4 weeks of the closing date, please assume that your application has been unsuccessful.