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| **Post Details** | |  | |
| **Faculty/Administrative/Service Department:** | Faculty of Health and Medical Sciences, School of Veterinary Medicine, Department of Comparative Biomedical Sciences | | |
| **Job Title:** | Teaching Fellow A | | |
| **Job Family & Job Level** | Research and Teaching | | 4 |
| **Responsible to:** | Head of Department or Faculty | | |
| **Responsible for:** | Not applicable | | |
| **Job Summary and Purpose**  To have significant input to the teaching at undergraduate and postgraduate level.  To participate in appropriate level of Faculty/Department management and administration.  Duties may be carried out with the guidance of a mentor, if required.  Assume role of Director of Employability and chair the school’s employability working group | | | |
| **Main Responsibilities and Activities** | | | |
| **Teaching delivery and development**:  Assist in developing teaching methods, materials and technologies to enhance the student learning experience.  Assist in curriculum and course innovation and the design of programmes, sharing and contributing to responsibility for the quality of the delivery of these programmes.  Plan, deliver and critically review a range of teaching and assessment activities including lectures.  Assist in the development of innovative and relevant teaching, learning and assessment techniques.  Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism.  Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback.  Continually update subject knowledge and understanding and apply advances to programme development.  Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.  **Student pastoral care**  Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.  Act as personal tutor and give first line support before referring students on to appropriate services.  **Management and administration**  Take on specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department.  Grow personal involvement with academic, professional or clinical networks in the discipline. | | | |
| **Person Specification**  Post holder must possess an honours degree or appropriate equivalent professional qualification or be working towards a higher degree or equivalent higher professional qualification as appropriate. Post holder to demonstrate:   * Evidence of teaching and presentational skills or the potential to acquire these. * Evidence of administrative/organisational skills or the potential to acquire these. * Evidence of familiarity with current developments in the relevant discipline or profession.   A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable, if such a qualification has not been attained the candidate will be expected to complete the University Graduate Certificate by the end of their first year of employment with the University. | | | |
| **Relationships and Contacts**  Participate in Faculty committees relevant to teaching, learning and administrative duties, e.g. Faculty Board of Studies and Examination Board. Teaching and administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching Committee or similar body. | | | |
| **Special Requirements**  The post holder is expected to work outside normal office hours as necessary.  The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.  If it is agreed by the line manager that the post holder will be carrying out research, time will be identified to enable this to take place and appraisal targets will be set accordingly. | | | |
| **All Staff are expected to:**  Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University’s Equal Opportunities Policy.  Undertake such other duties within the scope of the post as may be requested by your Manager.  Help maintain a safe working environment:   * Attend required Health and Safety training as part of probation and induction and as duties and techniques change. * Follow local codes of safe working practices and University Health and Safety Policy | | | |

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| **Post Details** | | |
| **Faculty/Administrative/Service Department:** | Faculty of Health and Medical Sciences, School of Veterinary Medicine,  Department of Comparative Biomedical Sciences | |
| **Job Title:** | Teaching Fellow B | |
| **Job Family & Job Level** | Research and Teaching | 5 |
| **Responsible to:** | Head of Department or Faculty | |
| **Responsible for:** | Teaching staff in the Department or School.  May supervise other staff. | |
| **Job Summary and Purpose**  To have significant input to teaching at undergraduate and postgraduate level.  To make a significant contribution to Faculty/Department management and administration as appropriate.  Assume role of Director of Employability and chair the school’s employability working group | | |
| **Main Responsibilities and Activities** | | |
| **Teaching delivery and development**:  Develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.  Assist in the development of curricula and lead on programme and course innovations whilst taking responsibility for the quality of programmes developed.  Plan, deliver and critically review a range of teaching and learning activities including lectures. Contribute to the development of the Faculty’s Teaching and Learning Strategy.  Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics.  Develop appropriate criteria for the assessment of programmes of work, practical sessions, fieldwork and examinations in subject specialism, and provide appropriate protocols for excellent feedback to students.  Continually update knowledge and understanding in subject specialism and apply to course of study.  Extend transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice.  Engage in professional and pedagogical research to support subject specialism teaching and learning activities.  Conduct individual or collaborative projects related to discipline or pedagogy.  Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.  **Student pastoral care**  Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.  Act as personal tutor and give first line support before referring students on to appropriate services.  **Management and Administration**  Take on administrative duties such as Examination Officer and Timetabling Officer which contribute to the efficient management and administration of the Faculty/Department.  Be fully involved with students at all levels of support.  Active involvement in academic, professional or clinical networks in the discipline and start to undertake leadership roles in these networks. | | |
| **Person Specification**  Post holders are expected to hold a degree, higher degree or appropriate equivalent professional qualification (with an expectation of holding a higher degree for those teaching at post graduate level).  Post holder to demonstrate:   * Evidence of high level of teaching and presentational skills * Evidence of administrative/organisational skills * Evidence of knowledge and understanding of current developments in the relevant discipline or profession.   A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is essential. | | |
| **Relationships and Contacts**  Post holder to be a member of Faculty committees relevant to administrative duties, e.g. Faculty Board of Studies and Examination Board.  Teaching and Administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching Committee or similar body. | | |
| **Special Requirements**  The post holder is expected to work outside normal office hours as necessary**.**  The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.  If it is agreed by the line manager that the post holder will be carrying out research, time will be identified to enable this to take place and appraisal targets will be set accordingly. | | |
| All Staff are expected to:  Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.  Undertake such other duties within the scope of the post as may be requested by your Manager.  Help maintain a safe working environment by:   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand * Following local codes of safe working practices and the University of Surrey Health and Safety Policy | | |

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| **Addendum**  This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose. | | |
| **Job Title:** | Teaching Fellow in Professional Skills | |
| **Background Information/Relationships**  A great opportunity for an enthusiastic veterinary surgeon, looking for new challenges and with a passion for veterinary education. We are seeking a vet who can use their experience, knowledge and skills to help inspire and train undergraduate students in all aspects of professional skills. This post is available immediately.  Successful candidates will bring a strong understanding and experience of professional skills within clinical practice, to complement existing staff in their ability to deliver high quality teaching and assessment. They will help to champion, develop and integrate professional skills teaching across all years of the undergraduate course, with a focus on day one competencies.  Enthusiasm, adaptability and creativity are essential, alongside excellent interpersonal, team working and networking skills. Experience of teaching and mentoring, and of delivering professional and communication skills training would strengthen an application. An interest or further qualification in veterinary business, ethics or law would be an advantage, alongside an interest technology enhanced learning.  Successful candidates will join the Department of Comparative Biomedical Sciences and our supportive, multidisciplinary teaching team, who are dedicated to inspiring and equipping the next generation of vets to engage with the challenges of the 21st Century.  The University offers an attractive salary package which includes support for CPD, a substantial holiday allowance, pension scheme and a 10% salary uplift for MRCVS-registered staff. | | |
| **Person Specification** | | |
| **Qualifications and Professional Memberships** | | **Essential/ Desirable** |
| MRCVS | | Essential |
| Relevant post-graduate Diploma and/or Certificate | | Desirable |
| Relevant Teaching Qualification (e.g. GradCert HE / FHEA) | | Desirable |
| Relevant PhD or Masters | | Desirable |
| **Technical Competencies (Experience and Knowledge)** | | **Essential/ Desirable** |
| Significant clinical experience in veterinary practice | | Essential |
| Experience of delivering training in professional skills (e.g. communication skills, veterinary business management, veterinary ethics and law) | | Essential |
| Clear evidence of excellent interpersonal and team-working skills | | Essential |
| Clear evidence of excellent communication and networking skills | | Essential |
| Clear evidence of strong organisational and planning skills | | Essential |
| Experience of University teaching and/or clinical coaching | | Desirable |
| Experience of using technology to enhance teaching, learning and assessment | | Desirable |
| Proven leadership experience | | Desirable |
| **Teaching Fellow B** | |  |
| **In addition at Teaching Fellow B** Evidence of high quality teaching or have gained a teaching qualification e.g. Postgraduate Certificate in Learning and Teaching in Higher Education or equivalent. | | Essential |
| **Key Responsibilities**  This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Job Purpose. | | |
| 1. Contribute to the design and delivery of professional skills teaching and assessment across the undergraduate curriculum. 2. Contribute to other teaching and assessment activities as required. 3. Undertake the role of module/unit lead or other administrative duties as required. 4. Act as a personal tutor. 5. Participate in in the community and life of the school. 6. Support undergraduate recruitment activities. 7. Act as chair of the Employability working group   **N.B. The above list is not exhaustive**. | | |