

Post Details		Last Updated: 6.4.22	
<b>Faculty/Administrative/Service Department:</b>	Faculty of Health and Medical Sciences School of Psychology, Department of Psychological Interventions. Advanced Practice in Psychological Wellbeing programme		
<b>Job Title:</b>	Teaching Fellow B 0.3 FTE		
<b>Job Family &amp; Job Level</b>	Research and Teaching	4	
<b>Responsible to:</b>	Head of Department or Faculty		
<b>Responsible for:</b>	Teaching staff in the Department or School.		
<b>Job Summary and Purpose</b>			
To have significant input to teaching at undergraduate and postgraduate level.			
To make a significant contribution to Faculty/Department management and administration as appropriate.			
<b>Main Responsibilities and Activities</b>			
<b>Teaching delivery and development:</b>			
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.			
<b>Student pastoral care</b>			
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 which contribute to the efficient management and administration of the programme, Faculty/Department.

Be fully involved with Trainees and 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 required (if the applicant does not hold such a qualification it would be possible to undertake a course at Surrey University)

### **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

### 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 B

### Background Information/Relationships

The postholder will report to the Programme Lead on the Advanced Practice in Psychological Wellbeing programme. The role will require a significant amount of liaison work with programme team members and other stakeholders in the widening access to PWP training project. These include (but are not limited to) IAPT service representatives across Kent, Sussex and Surrey), programme team members and prospective trainees.

### Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Job Purpose.

	Essential/ Desirable
Doctorate in Clinical or Counselling Psychology or PG Diploma in Psychological Interventions CBT or PWP qualification	E
Registered (or be willing and eligible to register) with an appropriate professional body prior to starting the role e.g. HCPC, BABCP or BPS	E
Experience of teaching in higher education	D
Experience of IAPT (including the PWP role)	E
Experience of a leadership role	D
Significant project management experience	D
Prior experience of research and report writing	D

### 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. Lead a project to widen access to PWP training according to the project proposal.
2. Work in partnership with key stakeholders involved in the project.
3. Develop teaching and learning resources / opportunities to support people to successfully engage with academic study at FHEQ's levels 6 and 7.
4. Deliver workshops to support the above.
5. Evaluate the project.
6. Disseminate the results of the project e.g. through presentations, reports etc.

**N.B. The above list is not exhaustive.**

