

Post Details		Last Updated: 12 5 22
Faculty/Administrative/Service Department:	FHMS School of Psychology Department of Psychological Interventions	
Job Title:	Senior Teaching Fellow 0.8FTE	
Job Family & Job Level	Research and Teaching	
Responsible to:	Head of Department or Faculty	
Responsible for:	May have supervisory responsibility for other staff	
Job Summary and Purpose		
To make a major contribution to teaching development at undergraduate and postgraduate level.		
To lead in Faculty/Department management and administration at an appropriate level.		
Main Responsibilities and Activities		
Teaching delivery and development:		
<p>Give leadership to sustained development of teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.</p> <p>Lead innovation in curriculum development and design programmes that keep the Department/faculty at the leading edge of the discipline. Take responsibility for the quality of curriculum development and programme designs.</p> <p>Create opportunities for the development of Intermediate systemic therapy pathways or contributing to the CBT or clinical neuropsychology pathway.</p> <p>Lead on the maintaining of quality and standards for the delivery of programmes.</p> <p>Critical review of teaching and learning activities as directed by the Dean, e.g. improvement mechanisms following analysis of MEQ data.</p> <p>Contribute at national and international level to the advancement pedagogical issues related to their subject specialism.</p> <p>Lead and influence the development and application of digital and electronically based teaching, learning and assessment techniques.</p> <p>Train and supervise students at UG and PG level (as appropriate).</p> <p>Undertake lead and support the development of 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. Critically evaluate the impact of the assessment criteria.</p> <p>Where appropriate act as a University delegate during teach out period with Associated institutions.</p> <p>Continually update knowledge and understanding in the field or specialism. Extend, transform and apply knowledge from pedagogical development to teaching, learning and electronic environments, as part of an integrated approach to academic practice and look towards enhancing the reputation of the Faculty and University nationally and internationally.</p> <p>Seek to publish pedagogical findings in appropriate peer reviewed HE journals, textbooks or monographs. Seek to contribute to an editorial board for an educational journal. OR publish</p>		

applied psychological research in relevant peer review journals as well as other sources of dissemination

Conduct individual or collaborative scholarly projects related to their discipline and/or be researching pedagogic issues related to their academic discipline and communicating their findings widely within and outside the University.

Actively contribute to the development of Department/School and Faculty teaching and learning strategies and wider discussion of educational issues within the University and outside.

Identify sources of funding for pedagogical research, project proposals and consultancy. Contribute to securing funds for these activities.

Participate in and develop external networks for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects or build external relationships for future activities.

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

Perform senior administrative duties such as Director of Studies, Director of Learning or Programme Director, that enhance the effectiveness of the management of the Faculty's student learning experience and learning opportunities.

Be involved in academic, professional or clinical networks in the discipline and take leading roles in these networks.

Lead on the advice, supervision and guidance to peers and colleagues and direct support for their innovations within pedagogical developments.

Person Specification

Post holder expected to possess a doctoral degree (relevant to the interests of the Faculty/Department).

Post holder to demonstrate:

- Evidence of significant academic and professional leadership.
- Evidence of leadership/development in a postgraduate and undergraduate teaching role such as course design, tutoring industrial/professional training year students and external examining.
- Evidence of a strong contribution to administration
- Evidence of strong external reputation, demonstrating a national standing in areas related to learning, teaching and assessment.
- Attainment of Teaching and Learning awards and prizes.
- Portfolio of excellent outputs in discipline or teaching and learning journals

A Teaching Qualification e.g. Postgraduate certificate in Learning and Teaching in HE or equivalent is essential.

Relationships and Contacts

Post holder will be a member of Faculty committees relevant to their 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:

Senior Teaching Fellow

Background Information/Relationships

The School of Psychology runs a full time Clinical Psychology practitioners Doctorate over three years which is funded by the NHS. The Programme provides a comprehensive training. Qualification confers eligibility to join the HCPC register. It also provides a secondary accreditation with the Association of Family Therapy at the Foundation level. For some trainees there is also the possibility of gaining secondary accreditation with BABCP Level 2. The programme also provides an optional neuropsychology pathway which supports those trainees taking this path to gain APL from some aspects of the Division of clinical neuropsychology training.

This post will be accountable to Head of Department of Psychological interventions. The post reports to the Programme Lead of the Doctorate in Clinical Psychology. This post requires liaison with regional clinical psychologists and psychotherapeutic practitioners typically across Surrey, West Sussex and South West London and St Georges and occasionally across the NHS region South Central more broadly to ensure the learning outcomes of the programme are supported by activities in practice. Given the expansion of clinical psychology training this post will contribute significant to the development of new placements and monitoring their success in liaison with the Placement co-ordinator.

Liaising and communicating with the British Psychological Society, depending on expertise liaising with BABCP and AFT. Engaging with the Group of Trainers in Clinical Psychology and keeping up to date with emerging material from the Committee in Training Clinical psychologists.

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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	E
Registered with HCPC as a practicing psychologist and or UKCP	E
Experience of clinical work in the NHS services with an understanding of a management role in the NHS	E
Experience of receiving and providing clinical supervision	E
Experience of undertake a leadership role with associated responsibilities	E
Experience of undertaking quality assurance projects as well as evaluation and audits	D
Chartered member of the British Psychological Society or Association of Family Therapy or Accredited with BABCP	D
Experience of leading the implementation of a change in service/ team provision and or project management.	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. Contribute to the taught elements of the Doctorate training in clinical psychology programme undertaking teaching, development of assessments and associated marking and evaluation of the trainee's competencies
2. Undertake an academic leadership role within the programme dependent on expertise
3. Have oversight of trainees' acquisition of specific clinical competencies
4. Take responsibility for developing Equality and diversity training for supervisors in liaison with the supervision lead for the programme.
5. Make a significant contribute to the development of supervisor workshops
6. In conjunction with the Programme Directors, support and monitor the progress of a number of the trainees within academic clinical and research domains including undertaking annual appraisals of a number of trainees, ensuring that they are developing the full range of clinical and research competencies prior to qualification
7. Undertake placements visits to support trainee's development
8. Have a significant role in the development of new placements as well as refreshing more mature placements to meet the training needs stipulated by HEE
9. Contribute to the selection of trainees
10. If interested contribute to the research supervision of trainee projects

N.B. The above list is not exhaustive.