

Post Details		Last Updated 05/08/21	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences		
Job Title:	Teaching Fellow B (0.6 FTE)		
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.			
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 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: Maternity Leave cover Teaching Fellow B

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. This wider liaison is likely to increase with the expansion in the trainee numbers.

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.

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 Systemic Psychotherapist	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 undertaking quality assurance projects as well as evaluation and audits	D
Chartered member of the British Psychological Society, accredited with Association of Family Therapy or with British Association of Behavioural and Cognitive Psychotherapy	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.

Depending on the hours of the contract the relative contributions to each of the components will vary

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. 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
3. Undertake placements visits to support trainee's development
4. Contribute to the development of supervisor workshops
5. Contribute to the research supervision of the Trainees
6. Contribute to the sourcing of placements
7. Contribute to the selection of trainees

N.B. The above list is not exhaustive.