

Post Details		Last Updated: 15/06/2015	
Faculty/Administrative/Service Department:	FAHS/School of Arts		
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.			
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.

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 Role Profile.

Job Title:

Teaching Fellow B

Background Information/Relationships

This role is established within the team delivering Creative Music Technology and Music in the Department of Music & Media within the School of Arts.

Running since 2004, The University of Surrey's BMus in Creative Music Technology is a leading programme in the field of computer-based music production. It locates practical music making in contemporary and applied contexts, alongside an integrated programme of professional training and informed critical thinking to produce graduates that are adaptable thinking practitioners, technically adept and ready for professional work.

The University of Surrey has an outstanding reputation for technological innovation, with rich cross-departmental interactions. In addition to opportunities to work with other programmes in the School of Arts (Dance, Theatre, Film, Digital Media Arts and the Guildford School of Acting), and School of Arts research Centres (Digital World Research Centre, the International Guitar Research Centre and the Institute of Sound Recording), Music staff collaborate with colleagues in the Centre for Vision, Speech and Signal Processing (CVSSP), Medical Engineering, Computer Science, Management, Media Studies, Sociology, and other centres around the University.

You will have the capability and vision to contribute to the on-going development of Creative Music Technology and Music at Surrey. You will be expected to contribute to undergraduate teaching and carry out an administrative role as determined by the Head of School or Department. You will teach modules in areas related to sampling and synthesis, sound-design for film and television, computer-based composition, digital improvisation and compositional programming. We are keen also to develop teaching provision in areas of live performance, soundscape composition/studies, multimedia installation practice and popular music.

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 Role Profile.

	Essential/ Desirable
PhD in Music or related discipline, or equivalent professional qualification.	E
Evidence of excellence in teaching and learning	E
Expertise in computer-based creative practice	E
Experience in Music Technology programming and familiarity with key music technology tools (Max/MSP, Logic, Reactor, Ableton Live or similar).	E
Experience of undertaking an administrative role related to HE teaching	E
Experience in academic teaching, training and supervision	E
Special Requirements	Essential/ Desirable
None	

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 Role Profile.

1. Co-ordinate modules.
2. Teach seminars and lectures.
3. Supervise undergraduate dissertations, research and creative projects.
4. Contribute to general administrative and recruitment activities
5. Contribute to pastoral care of undergraduates

N.B. The above list is not exhaustive.