

Post Details		Last Updated: 01/04/2014	
Faculty/Administrative/Service Department:			
Job Title:	Teaching Fellow A		
Job Family & Job Level	Research and Teaching	4	
Responsible to:	Head of Department or Faculty		
Responsible for:	Not applicable		
<p>Job Summary and Purpose</p> <p>To have significant input to the teaching at undergraduate and postgraduate level.</p> <p>To participate in appropriate level of Faculty/Department management and administration.</p> <p>Duties may be carried out with the guidance of a mentor, if required.</p>			
Main Responsibilities and Activities			
<p>Teaching delivery and development:</p> <p>Assist in developing teaching methods, materials and technologies to enhance the student learning experience.</p> <p>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.</p> <p>Plan, deliver and critically review a range of teaching and assessment activities including lectures.</p> <p>Assist in the development of innovative and relevant teaching, learning and assessment techniques.</p> <p>Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism.</p> <p>Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback.</p> <p>Continually update subject knowledge and understanding and apply advances to programme development.</p> <p>Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.</p> <p>Student pastoral care</p> <p>Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.</p> <p>Act as personal tutor and give first line support before referring students on to appropriate services.</p> <p>Management and administration</p> <p>Take on specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department.</p> <p>Grow personal involvement with academic, professional or clinical networks in the discipline.</p>			
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.

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

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 in Lighting

Background Information/Relationships

The University of Surrey is a global university with a world-class research profile and an enterprising spirit. Inventive and forward-thinking, its heritage shows a recurring theme of going its own way, doing things differently – and achieving notable results. The University of Surrey has performed exceptionally in all major league tables for UK universities in the past year. We were incredibly proud to have been named University of the Year by *The Times* and *Sunday Times* Good University Guide 2016. We are in fourth place in *The Guardian* University Guide for 2017 and 11th in the Complete University Guide 2017. In this year's Student Experience Survey, compiled by Times Higher Education (THE), the University of Surrey was ranked fifth nationally.

Guildford School of Acting (GSA) is situated within the Faculty of Arts and Social Sciences and is one of the UK's leading conservatoires for specialised and intensive vocational training and innovative performance research.

Established in 1935, GSA enjoys national and international renown as a leading conservatoire for performer training. We are arguably the world's leading centre of excellence for musical theatre training. The School has a diverse and vibrant community of performers, performance makers, creative practitioners and technicians graduating from its vocational training and research-led programmes each year. The department of Technical Theatre Arts runs the BA Theatre Production programme, as well as supporting the production aspects of all other courses within the GSA portfolio, the research activity of the Institute of Performance and a large variety of other events. Providing an excellent student experience is central to all we do.

We are seeking a dynamic theatre practitioner, who will contribute to the ongoing development of vocational learning, practice and scholarship at GSA. You will have specialist skills in lighting for performance, (minimum of five years in professional theatrical lighting production) with proven experience in commercial musical theatre and drama. You will have advanced knowledge of relevant lighting technologies & software for contemporary production, including ETC & MA consoles and Vectorworks. You will have excellent administrative and IT skills as well as pastoral ability. Teaching experience (preferably in a drama school environment) is desirable.

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
Degree in technical theatre or related discipline	E
Significant experience in professional lighting for musical theatre and drama	E
Good knowledge of the relevant lighting technologies; including ETC & MA consoles & Vectorworks	E
Excellent administrative & IT skills	E
Pastoral ability	E
Teaching experience	D

Special Requirements	Essential/ Desirable
<p>Key Responsibilities</p> <p>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.</p>	
<ul style="list-style-type: none"> • Lead modules • Teach lectures, seminars and practical workshops • Tutor, mentor and assess students undertaking production modules in lighting roles • Source and arrange lighting designers and other freelance lighting staff as required • Regularly review & update lighting teaching and resources to reflect industry practice • Form and maintain links with industry partners (manufacturers, hire companies, lighting designers and electricians, the Association of Lighting Designers) to build and maintain GSA's reputation as a first rate institution in the sector. <p>N.B. The above list is not exhaustive.</p>	