

Post Details		Last Updated: 01/06/2016	
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		
Job Summary and Purpose			
<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			
Teaching delivery and development:			
<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>			
Student pastoral care			
<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>			
Management and administration			
<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			
<p>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:</p>			

- 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.

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'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

Post Details		Last Updated: 01/06/2016	
Faculty/Administrative/Service Department:			
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.

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 in Veterinary Clinical Skills

Background Information/Relationships

This is an exciting opportunity for an experienced Veterinary Surgeon with a passion for clinical skills teaching and assessment, and the desire and capacity to lead in its design, development and delivery within the undergraduate veterinary programme at the University of Surrey, School of Veterinary medicine. This is a full time, permanent position.

Clinical skills are taught across all years of the programme, supported by small animal, equine and production animal skills laboratories, a fully-equipped 'mock-practice' for simulation training, and an extensive range of simulation models. The University of Surrey, School of Veterinary Medicine follows a distributed model for final year teaching and we are actively partnered with leading veterinary practices and local research institutes whose clinicians and scientists participate in teaching throughout the undergraduate curriculum.

The post holder will join the Department of Veterinary Clinical Sciences and our supportive, multidisciplinary teaching team, who are dedicated to equipping the next generation of veterinarians to engage with the challenges of the 21st Century. They will work closely with technical team, and especially the clinical skills lab managers to ensure the effective and sustainable delivery of clinical skills teaching and the development of new models and supporting resources across species. Supporting and coordinating the development of new clinical skills resources to take account of the evolving needs of the curriculum will be a key aspect of the role, in order to ensure a consistent

approach across all disciplines. They would also have the opportunity to contribute to other teaching activities across the programme and institution.

The successful candidate will bring a strong understanding and experience of first opinion practice, appreciation of the range of clinical skills that are essential for new veterinary graduates, and the scope of the RCVS day 1 competencies. A willingness to work flexibly and to adapt to teaching creatively in a range of different contexts is essential, alongside excellent interpersonal and teamwork skills.

For more information please email David Tisdall (Head of Department, Veterinary Clinical Sciences): d.tisdall@surrey.ac.uk

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.

Qualifications and Professional Memberships		Essential/Desirable
Veterinary degree registerable in the UK		Essential
MRCVS		Desirable
Teaching qualification		Desirable
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet).	Essential/Desirable	Level 1-3
Experience in clinical practice	Essential	3
Experience of University and/or Clinical teaching / coaching	Essential	2
Experience of clinical skills assessment	Desirable	2
Clear evidence of practical clinical competencies	Essential	3
Excellent communication and teamwork skills	Essential	3
Excellent organisational skills	Desirable	3

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 design, development and delivery of clinical skills teaching across the undergraduate curriculum as required.
2. Quality assurance of individual clinical skills teaching, ensuring a consistency of teaching approach and creation of appropriate supporting resources.
3. Ensuring that clinical skills teaching is comprehensive, with an appropriate balance of skills to satisfy the requirements of the RCVS day 1 competencies.
4. Working closely with the year, module and species leads, and the technical team to ensure a coordinated approach to clinical skills model and resource development and teaching delivery across the various species.
5. Working together with the Programme Director and Head of Veterinary Education to lead in the approach to assessing clinical skills across the programme and contribute to the delivery of these assessments.
6. Chair the clinical skills working group.
7. Contribute to the design, development and delivery of other teaching activities within the programme and institution, including module leadership, as required.

N.B. The above list is not exhaustive.