

Academic Role Profile

Post Details		Last Updated: 10/01/2019	
Faculty/Administrative/Service Department:	Faculty of Health & Medical Sciences School of Health Sciences		
Job Title:	Teaching Fellow A		
Job Family & Job Level	Research and Teaching	Level 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>			

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<p>Person Specification</p> <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> <ul style="list-style-type: none"> • 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. <p>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.</p>
<p>Relationships and Contacts</p> <p>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.</p>
<p>Special Requirements</p> <p>The post holder is expected to work outside normal office hours as necessary.</p> <p>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.</p> <p>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.</p>
<p>All Staff are expected to:</p> <p>Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University's Equal Opportunities Policy.</p> <p>Undertake such other duties within the scope of the post as may be requested by your Manager.</p> <p>Help maintain a safe working environment:</p> <ul style="list-style-type: none"> • 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: 10/01/2019	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences School of Health Sciences	
Job Title:	Teaching Fellow B	
Job Family & Job Level	Research and Teaching	5
Responsible to:	Head of Department or Faculty	

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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: <ul style="list-style-type: none">• 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.	

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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

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Addendum	
<p>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.</p>	
Job Title:	Teaching Fellow A/B – Foundation Year
<p><u>Background Information/Relationships</u></p> <p>Job Summary and Purpose:</p> <p>Teaching fellows will be responsible for providing high quality teaching, assessing and module management within the programmes, including supporting practice development and assessment. The teaching fellows will work with and through module leaders. They will work closely with the programme leaders according to own areas of responsibility. They will engage with activities as required in line with the School's strategy.</p> <p>Responsible for:</p> <p>Teaching across modules within the programmes, contributing to curriculum content development according to own speciality, ensuring an excellent student experience within taught sessions and supporting the practice component of the programme.</p>	
Person Specification	
<p>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.</p>	
	Essential/ Desirable
Current registration with a professional body (e.g. NMC, HCPC)	D
An honours degree or appropriate equivalent professional qualification	E
Master's degree (or working towards one)	D
Some evidence of Further Education Teaching experience	D
Teaching qualification or working towards one	D
Evidence of administrative and organisational skills	E
In addition for Teaching Fellow B	
A higher academic qualification (or working towards one), normally a masters degree in a subject relevant to Healthcare	E
Extensive Further Education teaching experience	D
Evidence of innovation in learning and teaching	E
Recognised Teaching qualification or working towards one	E
Key Responsibilities	
<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</p>	

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the accompanying generic Job Purpose.

- To ensure that programme developments are aligned to the School's vision for educational provision and research, such as integrated care and e-Health technologies;
- To extend, transform and apply knowledge gained from scholarship to teaching and programme development;
- To co-ordinate and quality assure the programme, giving direction to module leaders in respect of the National Student Survey and module evaluation processes;
- To ensure the review and development of the programmes through scheduled meetings relating to the programme, for example Board of Studies and Framework Advisory Group Meeting;
- To produce Annual Programme Reviews and Periodic Reviews for the programme as required;
- To assure the quality of the student experience;
- Collaborate with practice, service users and user groups in all matters that affect the programme;
- To take account of and meet the needs of individual students in collaboration with the Lead for Additional Learning Support and Student Well-Being and other relevant staff within the University as appropriate;
- To ensure with Module Leaders that programme plans are completed within the School's academic planning timescale;

N.B. The above list is not exhaustive.