Post Details	Last Updated: 01/06/2016
Faculty/Administrative/Service Department:	Faculty of Engineering and Physical Sciences Department of Computer Science
Job Title:	Teaching Fellow A
Job Family & Job Level	Research and Teaching	4
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.

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 A in Computer Science |

Background Information

Faculty:

The University of Surrey is organised into three Faculties. The Faculty of Engineering and Physical Sciences (FEPS) comprises the Departments of Chemical and Process Engineering, Civil and Environmental Engineering, Computer Science, Electronic Engineering, Mathematics, Mechanical Engineering Sciences and Physics alongside the Centre for Environmental Strategy. All departments have a strong reputation for excellence in research and teaching, allied to a strong enterprise culture and a strong record of graduate employment. Our members of academic staff are well respected, both nationally and internationally, amongst the many areas of academia and industry with which we interact. We believe strongly in the principle that a university should contribute to the cultural wealth of society by developing the basic sciences, whilst also developing the technology which will improve our overall quality of life.

Department of Computer Science:

The Department has about 550 students who are studying on a range of programmes from BSc and MSc with a new Data Science MSc starting in October 2019. We offer two main routes of accreditation for our programmes: BCS and GCHQ. The Department also has two main strands of research: machine learning and security. The Department's security group is part of the Surrey Centre for Cyber Security, which is one of the 17 Academic Centres of Excellence in Security research recognised by NCSC.

The Department has significant student growth and this role is part of its continued expansion plan. The Department currently has 3 teaching fellows.

This Role:

The post holder is expected to contribute to the teaching in the Department of Computer Science and to develop teaching leadership in one or more of the following areas but other areas would also be welcomed:

- Web programming and Databases

- Software Engineering

- Algorithms

- Networking and Operating Systems

- Foundations of Computer Science

- Data Science

- Information Security

The successful applicant will be expected to assist with designing and coordinating new undergraduate and postgraduate teaching modules and support co-curricular activities. There is exciting opportunities to develop innovative ideas for the assessment of large cohorts and to become a champion within the Department for these innovative pedagogic approaches. Our students are very enthusiastic about participating in hackathons and cyber security challenge events and we have a strong presence in a regional Computing at Schools hub.

The applicant will be expected to work as part of the Department's teaching management team and to be available during semester time to provide teaching and pastoral support.

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
A first degree in Computer Science or related discipline.	E
A post-graduate qualification in a relevant field.	D
Evidence of high quality teaching (including innovation in teaching).	E
Significant experience of teaching, for example in the areas listed in the above role profile.	D
Significant experience of supervising undergraduate and/or MSc projects.	D
Excellent communication skills (written and oral) for a diverse range of professional and non-professional audiences.	E
A proven track record in academic teaching management.	D
Evidence of working collaboratively within a team.	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.

1. Make an appropriate contribution to the Department's undergraduate and postgraduate teaching programmes.

2. Directly contribute, as required, to other aspects of the teaching programmes (including lectures, tutorials, project supervision and personal tutoring etc.).

3. Undertake administrative duties associated with the undergraduate and postgraduate programmes, such as module leader and/or programme leader.

4. Support the Director of Learning and Teaching and Head of Department as part of a teaching management team.

5. Contribute towards the development and implementation of demonstrators to showcase CS teaching and participating in co-curricular activities.

6. Develop new innovation ideas for use of technology in teaching to manage teaching large classes.

N.B. The above list is not exhaustive.