

Post Details		Last Updated: 01/06/2016	
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	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.

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

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 - Mental Health Nursing

Background Information/Relationships

Summary of the role:

The Mental Health Nursing Teaching Fellow will be responsible for leading high quality teaching, assessing and module management within the programme, including supporting practice development and assessment. They will support Module Leaders. They will work closely with DoS Nursing according to own areas of responsibility. They will engage in research activities as required in line with the School's research strategy. They will ensure that all professional requirements are met during the programme.

Responsible for:

The day to day operational management and cohesiveness of the student experience throughout the programme, including the practice flow. They will teach across modules within the programmes, contributing to mental health nursing research and curricula content development according to own speciality, ensuring an excellent student experience within taught sessions and supporting the practice component of the programme.

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
Current registration with the NMC or HCPC	E
A higher academic qualification (or working towards one), normally a Masters degree (relevant to the interests of the faculty/department)	E
Evidence of involvement in curriculum development	E
Evidence of contributions to administration	E
A Registered teaching qualification	D
Professional values and attitudes commensurate with the University	E
Evidence of innovation in learning and teaching	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. This should be read in conjunction with those contained within 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 engage in scholarship and support the research activities of the School;

- To extend, transform and apply knowledge gained from scholarship to teaching and programme development;
- To support module leaders to deliver high quality teaching as measured through the National Student Survey and module evaluation processes;
- To undertake module leadership and develop field specific content;
- To liaise with Personal Tutors and alert the DoS when concerns arise regarding students' progress or behaviour;
- To ensure that timetabled sessions are provided according to module expectations;
- To ensure the field specific programme is relevant and current through contributing own specialist knowledge;
- To report to programme management meetings and discussions on field specific matters
- To ensure that all information, including the field specific content of programme and module handbooks, timetables, placements flows, that is provided for students is up to date and correct;
- To assist the DoS Nursing in determining the suitability of applicants for the programme;
- To attend all relevant meetings as required by the DoS.
- Undertake practice/placement visits to support student learning, as required (for example, in the role of Practice Liaison Teacher)

N.B. The above list is not exhaustive.