

Post Details		Last Updated: 01/06/2016	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences, School of Biosciences		
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.		
<p>Job Summary and Purpose</p> <p>To have significant input to teaching at undergraduate and postgraduate level.</p> <p>To make a significant contribution to Faculty/Department management and administration as appropriate.</p>			
Main Responsibilities and Activities			
<p>Teaching delivery and development:</p> <p>Develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.</p> <p>Assist in the development of curricula and lead on programme and course innovations whilst taking responsibility for the quality of programmes developed.</p> <p>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.</p> <p>Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics.</p> <p>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.</p> <p>Continually update knowledge and understanding in subject specialism and apply to course of study.</p> <p>Extend transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice.</p> <p>Engage in professional and pedagogical research to support subject specialism teaching and learning activities.</p> <p>Conduct individual or collaborative projects related to discipline or pedagogy.</p> <p>Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.</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>			

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	
Job Title:	Teaching Fellow B Biosciences Foundation Year
<u>Background Information/Relationships</u> <u>Job Summary and Purpose:</u> The teaching fellow will be responsible for providing high quality teaching, assessment and programme and module management within the Biosciences Foundation Year programme. The teaching fellow will work closely with the teaching fellows in the academic skills department (LLSS) and on the foundation year to deliver the programme. They will engage with other activities as required in line with the School's strategy.	
<u>Responsible for:</u> Teaching across modules within the programme, contributing to bioscience research and curricula content development according to own speciality, ensuring an excellent student experience within taught sessions and supporting the practical components of the programme.	
Person Specification	
Qualifications and Professional Memberships	Essential/ Desirable
A teaching qualification or membership of the Higher Education Academy (HEA)	D
A higher academic qualification (or working towards one), normally a Master's degree (relevant to biosciences)	D
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
Evidence of teaching experience at FHEQ level 3 – 6 ('A' level or equivalent or HE level)	E
Evidence of administrative and organisational skills	E
Evidence of innovation in learning and teaching	E
Evidence of expertise/research interest in physiology or functional biology	D
Evidence of facilitating student transition to higher education	D
Key Responsibilities	
<ol style="list-style-type: none"> 1. To ensure that programme developments are aligned to the School's vision for educational provision and research 2. 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 3. 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 4. To assure the quality of the student experience. 5. To take account of and meet the needs of individual students in collaboration with the Lead for Disability and Neurodiversity Support, Student Well-Being and other relevant staff within the University as appropriate 6. Collaborate with practice, service users and user groups in all matters that affect the programme; 7. To ensure with Programme Directors and other Module Leaders that programme plans are completed within the School's academic planning timescale <p>N.B. The above list is not exhaustive.</p>	