

Post Details		Last Updated: 24/09/2019	
Faculty/Administrative/Service Department:	Faculty of Arts and Social Sciences Surrey Business School		
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

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 Role Profile.

Job Title:	Teaching Fellow Foundation Year
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Background Information/Relationships

The Foundation Year programme provides the best possible preparation for degree level study at the University of Surrey. These courses offer a new and exciting route into studying for a degree, attracting ambitious and driven students who are willing to learn and advance. The Foundation Year is delivered across a range of programmes within the university.

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 Role Profile.

	Essential/ Desirable
Education to degree level or equivalent	E
Evidence of curriculum and course design and assessment setting	E
Track record of excellent teaching	E
Significant experience of working with student from a diverse range of backgrounds	E
Evidence of developing students towards achieving their full potential	E
Evidence of contribution to administration	D
A teaching qualification	D
Special Requirements	Essential/ Desirable

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 Role Profile.

Teaching delivery and development:

To contribute to the development, implementation, delivery and review of engaging programmes designed to prepare promising and ambitious learners at level 3 to be able to excel at degree-level study The successful candidate(s) will be expected to teach the following subjects: Business and Management, Maths and Economics

Learning and Teaching

- To teach Foundation Year Programme for home and EU students. However there may be opportunities available for International Students to apply to the Foundation Programme.
- To carry out the associated assessment processes.
- To cooperate with colleagues in the continuous review and development of the Foundation Year programmes and associated curricula.
- To provide academic support and advice to Foundation Year Programme students.
- To promote and develop effective methods in teaching, learning and assessment.

- To engage in the regular evaluation and development of modules for which the Teaching Fellow has responsibility, in terms of content, delivery and assessment. .
- To develop the curriculum and design programmes that will support and prepare students on foundation programme to the core degree programme in the subject.
- To liaise with staff on degree programmes to ensure that the foundation curriculum is current and meets the requirements of the relevant degree programme.
- To take responsibility for the quality of curriculum development and programme designs.
- To develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.
- To critically review teaching and learning activities (as directed by the Senior Teaching Fellow), e.g. improvement mechanisms following analysis of MEQ data.
- To contribute to the advancement of pedagogical issues related to their subject specialism.
- To be actively engaged in the development and application of digital and electronically based teaching, learning and assessment techniques
- To work with students as partners in aspects of ongoing pedagogic/curriculum development.
- To work collaboratively with colleagues across the programme to develop an inclusive, student-centred and engaging whole-programme-developmental approach, with:
 - appropriate diversity of learning opportunities and approaches and diversity of assessment, which acknowledges/embraces diverse student characteristics, prior knowledge and varied learning preferences,
 - appropriate emphasis on engaging students as active learners .

Community Engagement

- To be involved in activities to raise the regional, national and international profile of the Foundation Year.
- To work with the Departments of Widening Participation and Outreach and Marketing, Recruitment, Communications and Admissions to develop working relationships with schools, colleges and external organisations.

Other related activities and functions

- To perform the role of Personal Tutor to Foundation Year students.
- To take part in Faculty Learning and Teaching Committees as appropriate.
- To engage in Continuing Staff Development programmes which are consistent with the needs and aspirations of the member of staff and the School. All new academic staff who do not possess recognized teaching qualifications are expected to undertake the University of Surrey's Graduate Certificate qualification
- In conjunction with the Faculty Senior Teaching Fellow (Foundation Programme), arrange academic support as appropriate
- To undertake such other duties as may be reasonably requested by the Senior Teaching Fellow (Foundation) and the Associate Dean (Learning and Teaching) that are commensurate with the nature and grade of the post.

Additional responsibilities

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.
- Ongoing engagement with literature on HE transitions and widening participation and ensuring that this informs learning and teaching practice.

N.B. The above list is not exhaustive.