

Post Details		Last Updated: 01/06/2016	
<b>Faculty/Administrative/Service Department:</b>	Faculty of Health and Medical Sciences		
<b>Job Title:</b>	Teaching Fellow B		
<b>Job Family &amp; Job Level</b>	Research and Teaching	5	
<b>Responsible to:</b>	Head of Department or Faculty		
<b>Responsible for:</b>	Teaching staff in the Department or School. May supervise other staff.		
<b>Job Summary and Purpose</b>			
<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>			
<b>Main Responsibilities and Activities</b>			
<b>Teaching delivery and development:</b>			
<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>			
<b>Student pastoral care</b>			
<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>			
<b>Management and Administration</b>			

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 Job Purpose.

#### Job Title:

Teaching Fellow B

### Background Information/Relationships

Post reports to clinical Director of the PsychD Clinical Psychology programme. This post requires liaison with Regional Psychologists and having a more in depth of communication with a subset of regional psychologists for the development of a specific group of clinical placements.

Liaising and communicating with the group of trainers in clinical psychology in relation to the clinical aspects of training.

Communication with the specific BPS faculty depending on area of clinical practice.

### 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
Doctoral Degree in Clinical Psychology	E
Experience of clinical work in the NHS with an understanding of a management role in the NHS	E
Substantial experience of supervision of trainees on clinical placement	E
Evaluation and audit with NHS context, delegated Management responsibilities for a cohort of trainees including appraisal process.	E
Knowledge and skills of supervision	E

### 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. Participate in the clinical skills teaching and provide teaching to the PsychD Clinical Psychology course
2. In conjunction with the Clinical Director, support and monitor the clinical progress of trainees through appraisal system and placement reviews, meetings and evaluations.
3. In collaboration with other team members to ensure that the curriculum provide appropriate teaching on clinical skills
4. Establish and monitor standards for clinical training that meet the BPS training requirements
5. Ensure that sufficient clinical placements are available to meet training needs
6. Contribute to the development of new supervisor workshops

**N.B. The above list is not exhaustive.**