

| Post Details   |  | <b>Last Updated: 12/07/2019</b> |  |
|--|--|---------------------------------|--|
| Faculty/Administrative/Service Department:   | Faculty of Arts and Social Sciences/School of Hospitality, Tourism and Events Management |                                 |  |
| 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.<br>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

| Post Details  |   | Last Updated: 01/06/2016 |  |
|---|---|--------------------------|--|
| Faculty/Administrative/Service Department:  | Faculty of Arts and Social Sciences/School of Hospitality Tourism and Events Management |                          |  |
| Job Title:  | Senior Teaching Fellow  |                          |  |
| Job Family & Job Level  | Research and Teaching   | 6                        |  |
| Responsible to:   | Head of Department or Faculty   |                          |  |
| Responsible for:  | May have supervisory responsibility for other staff                                     |                          |  |
| <b>Job Summary and Purpose</b><br>To make a major contribution to teaching development at undergraduate and postgraduate level.<br>To lead in Faculty/Department management and administration at an appropriate level.   |   |                          |  |
| <b>Main Responsibilities and Activities</b>   |   |                          |  |
| <b>Teaching delivery and development:</b><br><br>Give leadership to sustained development of teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.<br><br>Lead innovation in curriculum development and design programmes that keep the Department/faculty at the leading edge of the discipline. Take responsibility for the quality of curriculum development and programme designs.<br><br>Create opportunities for the development of new specialist pathway.<br><br>Lead on the maintaining of quality and standards for the delivery of programmes.<br><br>Critical review of teaching and learning activities as directed by the Dean, e.g. improvement mechanisms following analysis of MEQ data.<br><br>Contribute at national and international level to the advancement pedagogical issues related to their subject specialism.<br><br>Lead and influence the development and application of digital and electronically based teaching, learning and assessment techniques.<br><br>Train and supervise students at UG and PG level (as appropriate).<br><br>Undertake lead and support the development of 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. Critically evaluate the impact of the assessment criteria.<br><br>Where appropriate act as a University delegate during teach out period with Associated institutions.<br><br>Continually update knowledge and understanding in the field or specialism. Extend, transform and apply knowledge from pedagogical development to teaching, learning and electronic environments, as part of an integrated approach to academic practice and look towards enhancing the reputation of the Faculty and University nationally and internationally.<br><br>Seek to publish pedagogical findings in appropriate peer reviewed HE journals, textbooks or monographs. Seek to contribute to an editorial board for an educational journal. |   |                          |  |

Conduct individual or collaborative scholarly projects related to their discipline and/or be researching pedagogic issues related to their academic discipline and communicating their findings widely within and outside the University.

Actively contribute to the development of Department/School and Faculty teaching and learning strategies and wider discussion of educational issues within the University and outside.

Identify sources of funding for pedagogical research, project proposals and consultancy. Contribute to securing funds for these activities.

Participate in and develop external networks for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects or build external relationships for future activities.

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

Perform senior administrative duties such as Director of Studies, Director of Learning or Programme Director, that enhance the effectiveness of the management of the Faculty's student learning experience and learning opportunities.

Be involved in academic, professional or clinical networks in the discipline and take leading roles in these networks.

Lead on the advice, supervision and guidance to peers and colleagues and direct support for their innovations within pedagogical developments.

#### Person Specification

Post holder expected to possess a doctoral degree (relevant to the interests of the Faculty/Department).

Post holder to demonstrate:

- Evidence of significant academic and professional leadership.
- Evidence of leadership/development in a postgraduate and undergraduate teaching role such as course design, tutoring industrial/professional training year students and external examining.
- Evidence of a strong contribution to administration
- Evidence of strong external reputation, demonstrating a national standing in areas related to learning, teaching and assessment.
- Attainment of Teaching and Learning awards and prizes.
- Portfolio of excellent outputs in discipline or teaching and learning journals

A Teaching Qualification e.g. Postgraduate certificate in Learning and Teaching in HE or equivalent is essential.

#### Relationships and Contacts

Post holder will be a member of Faculty committees relevant to their 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.

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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.

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## 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 /Senior Teaching Fellow in Events

### Background Information/Relationships

You will be expected to add to and contribute to our existing strengths in teaching in the area of events management: planning & management; legal & risk; event delivery; event production. The Teaching/Senior Teaching Fellow will be responsible for ensuring an excellent student experience within taught sessions and supporting the practice component of the programmes. You will have the potential to capitalise on our existing collaborations in teaching, and to develop our PTY (Placement) partnerships. You will be expected to contribute relevant industry experience and knowledge to events modules.

As part of the events department you will be involved in recruitment, planning and development of the events programmes. As a potential Programme Leader for UG/PG Events courses you will support academics within the Department for Events.

### 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/<br>Desirable |
|---|-------------------------|
| For TF a higher academic qualification (or working towards one), normally a masters degree (relevant to the interests of the department) or an equivalence of relevant industry qualification(s)<br><br>For STF PhD (desirable) | E                       |
| Evidence of relevant professional events industry experience  | E                       |
| Evidence of involvement or potential to contribute in the future to curriculum development  | E                       |
| Evidence of contributions to administration and programme leadership ( or potential thereof)  | E                       |
| Evidence of innovation in learning and teaching   | E                       |
| Recognised teaching qualification (or working towards one)  | D                       |
| Excellent administration, communication and networking skills   | E                       |
| Excellent knowledge of current practices in events management   | 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 Role Profile.

- Lead modules
- Teach lectures, seminars and practical workshops
- Tutor, mentor and assess students undertaking PTY ( Placement)
- Source and arrange events voluntary experience (curriculum)
- Regularly review & update events teaching and resources to reflect industry practice
- Form and maintain links with industry partners (suppliers, event managers, event organisations)
- To build and maintain the Events Departments' reputation as a leading provider in the sector.
- To deliver education in line with the school's current learning and teaching strategy, along with supporting students and maintaining professional expertise and collaboration with practice partner organisations;
- To monitor the programme, giving direction to module leaders in respect of the National Student Survey and module evaluation processes;
- Attendance at Open Days, Applicant Days on occasional basis.

N.B. The above list is not exhaustive