

Post Details		Last Updated: 13/02/2020	
Faculty/Administrative/Service Department:	Faculty of Arts and Social Sciences		
Job Title:	Senior Teaching Fellow (Social Sciences Foundation Year Programme)		
Job Family & Job Level	Research and Teaching	6	
Responsible to:	Associate Dean (Education)		
Responsible for:	n/a		

Job Summary and Purpose

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 Framework is delivered across a range of programmes within the university.

The Foundation Year programmes are aimed at Home/EU students, although overseas students may be included (if they have previously been taught in English).

The Social Sciences Foundation Year will cover Law, Politics, and Sociology. As the Senior Teaching Fellow your role will be to co-ordinate and take a lead in developing the Foundation Year, working with others teaching on the programme, including a part-time teaching fellow in Learning Development.

Main Responsibilities/Activities

Teaching delivery and development:

To lead in the further development, implementation, delivery and review of engaging programmes designed to prepare promising and ambitious learners at FHEQ level 3 to be able to excel at degree-level study. The successful candidate will undertake the continuing development of the Social Sciences Foundation Year with others teaching on the programme and have full responsibility for the delivery of this programme. The post holder will be expected to teach in one or more of the following subjects: Law, Sociology or Politics, with a preference for Law.

Duties and responsibilities:

Learning and Teaching

- To lead in the further development of the Social Sciences Foundation Year Programme, consulting with the line manager (the Associate Dean, Education), and others as appropriate.
- To review the development of the Social Sciences Foundation programmes and associated curricula with other teaching staff.
- To provide academic support and advice to Social Sciences Foundation Year Programme staff and students.
- To promote and develop effective methods in teaching, learning and assessment with the Teaching Fellows (Law and Social Sciences Foundation Year Programme) and others
- To engage in the regular evaluation and development of modules with others teaching on the programme in terms of content, delivery and assessment.
- To ensure that the resources are in place to provide the required curriculum development
- To provide advice and support in the design of programmes that will support and prepare students on foundation programmes to enter the core degree programme in the subject.
- To take responsibility for the overall quality of, and approaches to, curriculum development and programme design.
- To review on a continual basis the development of teaching methods, materials, technologies and learning environments to enhance the students' learning opportunities and create an

environment that promotes understanding, enthusiasm and active engagement among students, working with the Associate Dean, Education and Learning Development Manager as appropriate.

- To create an environment for constructive, team-based review and constructive critique of all aspects of programme development and enhancement.
- To be a focal point for consideration and promotion of pedagogical best practices relating to subjects within the programme and HE transitions, liaising with the ADE and LD Manager as appropriate
- To be proactive in the development and application of contemporary teaching, learning and assessment techniques (eg digital and electronically based teaching)
- 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, and
 - 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 Social Sciences Foundation years.
- To work with the programme teaching team, 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 Social Sciences Foundation Year students.
- To take part in Faculty Learning and Teaching Committees, Boards of Studies and Boards of Examiners as appropriate.
- To engage in Continuing Staff Development programmes which are consistent with the needs and aspirations of the member of staff and the Faculty
- To undertake such other duties as may be reasonably requested by line managers 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 that 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, ensuring that this informs own learning and teaching practice and that of others on the programme.

Person Specification

- Education to degree level or equivalent
- Evidence of curriculum and course design and assessment.
- Track record of excellent teaching
- Significant experience of working with students from a diverse range of backgrounds
- Evidence of developing students towards reaching their full potential
- Evidence of contribution to administration
- A Teaching Qualification e.g. Postgraduate certificate in Learning and Teaching or commitment to completion of the University's Graduate Certificate in Learning and Teaching in HE or equivalent is essential.

- Teaching and Administrative duties will be allocated by the Associate Dean, Education 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 teaching and learning and assessment activities throughout the academic year, including times when students are not on campus.
- To undertake staff development appraisals

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.
- 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