

## Academic Role Profile

CPost Details		Last Updated: 01/05/2019	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences School of Health Sciences		
Job Title:	Teaching Fellow A		
Job Family & Job Level	Research and Teaching	Level 4	
Responsible to:	Head of Department or Faculty		
Responsible for:	Not applicable		
<p>Job Summary and Purpose</p> <p>To have significant input to the teaching at undergraduate and postgraduate level.</p> <p>To participate in appropriate level of Faculty/Department management and administration.</p> <p>Duties may be carried out with the guidance of a mentor, if required.</p>			
Main Responsibilities and Activities			
<p>Teaching delivery and development:</p> <p>Assist in developing teaching methods, materials and technologies to enhance the student learning experience.</p> <p>Assist in curriculum and course innovation and the design of programmes, sharing and contributing to responsibility for the quality of the delivery of these programmes.</p> <p>Plan, deliver and critically review a range of teaching and assessment activities including lectures.</p> <p>Assist in the development of innovative and relevant teaching, learning and assessment techniques.</p> <p>Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism.</p> <p>Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback.</p> <p>Continually update subject knowledge and understanding and apply advances to programme development.</p> <p>Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.</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> <p>Take on specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department.</p>			

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Grow personal involvement with academic, professional or clinical networks in the discipline.

### Person Specification

Post holder must possess an honours degree or appropriate equivalent professional qualification or be working towards a higher degree or equivalent higher professional qualification as appropriate. Post holder to demonstrate:

- Evidence of teaching and presentational skills or the potential to acquire these.
- Evidence of administrative/organisational skills or the potential to acquire these.
- Evidence of familiarity with current developments in the relevant discipline or profession.

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable, if such a qualification has not been attained the candidate will be expected to complete the University Graduate Certificate by the end of their first year of employment with the University.

### Relationships and Contacts

Participate in Faculty committees relevant to teaching, learning and 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's 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:

- Attend required Health and Safety training as part of probation and induction and as duties and techniques change.
- Follow local codes of safe working practices and University Health and Safety Policy

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Post Details		Last Updated: <b>01/05/2019</b>	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences School of Health Sciences		
Job Title:	Teaching Fellow B		
Job Family & Job Level	Research and Teaching	Level 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>			
<p>Main Responsibilities and Activities</p> <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>			

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### Management and Administration

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

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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 Job Purpose.

Job Title:	Teaching Fellow A or B – Pathway Lead for Community Nursing
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### Background Information/Relationships

The Teaching Fellow - Pathway Lead Community Nursing will be responsible for teaching across modules within the programmes according to own speciality, ensuring an excellent student experience within taught sessions and supporting the practice component of the programme.

As part of the specialist practice team The Pathway Lead Community Nursing will be involved in recruitment, planning and development of the programme as well as critically reviewing a range of teaching and assessment activities. The post holder will participate in teaching, practical sessions, supervision, fieldwork and examinations across modules. As pathway lead for Community Nursing, you will have a role as a personal tutor to district nurse students, giving first line support providing appropriate feedback to students, referring students as appropriate to services providing further help.

Leading the Community Nursing content development within curricula and modules, the post holder will be expected to continually update knowledge and understanding in the field or specialism. They will translate the knowledge of advances in the subject area into the course of study and maintain the requirements for registration with the Nursing & Midwifery Council.

The post holder will work closely with the DoS for NMC Specialist Practice Awards.

### 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
The relevant NMC Specialist Practice Award	E
A higher academic qualification (or working towards one), normally a masters degree (relevant to the interests of the faculty/school)	E
Recognised teaching qualification (or working towards one)	D
<i>In addition for Teaching Fellow B</i>	
Evidence of involvement in curriculum development	E
Evidence of contributions to administration	E
Recognised teaching qualification (or working towards one)	E
Evidence of innovation in learning and teaching	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.

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- To ensure that programme developments are aligned to the School's vision for educational provision and research, such as integrated care and e-Health technologies;
- 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;
- To support Module Leaders in field specific aspects of programme delivery;
- To ensure that the timetables are properly resourced and the practice flow is correct;
- To ensure the Community Nursing specific programme content is relevant and current, and meets professional requirements;
- To report to the Framework Advisory Group Meeting on pathway specific matters;
- Attendance at Open Days, Applicant Days on occasional basis.

N.B. The above list is not exhaustive.