

Post Details		Last Updated: 01/06/2016	
Faculty/Administrative/Service Department:	FASS/Guildford School of Acting		
Job Title:	Teaching Fellow A		
Job Family & Job Level	Research and Teaching	4	
Responsible to:	Head of Department or Faculty		
Responsible for:	Not applicable		
Job Summary and Purpose To have significant input to the teaching at undergraduate and postgraduate level. To participate in appropriate level of Faculty/Department management and administration. Duties may be carried out with the guidance of a mentor, if required.			
Main Responsibilities and Activities			
Teaching delivery and development: Assist in developing teaching methods, materials and technologies to enhance the student learning experience. 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. Plan, deliver and critically review a range of teaching and assessment activities including lectures. Assist in the development of innovative and relevant teaching, learning and assessment techniques. Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism. Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback. Continually update subject knowledge and understanding and apply advances to programme development. Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.			
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 Take on specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department. 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

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 A in Singing – Maternity Cover

Background Information/Relationships:

Guildford School of Acting (GSA) is the conservatoire of the University of Surrey situated within the Faculty of Arts and Social Sciences. As a founding member of the Federation of Drama Schools (FDS) and the Alliance of Musical Theatre Conservatoires (AMTC), GSA is one of the UK's leading conservatoires for intensive vocational performance and technical theatre training and innovative performance research. It is also a member of the Musical Theater Educators' Alliance

Established in 1935, GSA enjoys national and international renown as a leading conservatoire for performer training. GSA is a world-leading centre of excellence for musical theatre and actor musician training. The School has a diverse and vibrant community of performers, performance makers, creative practitioners and technicians graduating from its vocational training and research-led programmes each year.

The Musical Theatre Department contains five programmes in Musical Theatre performance: Foundation; BA Musical Theatre; BA Actor Musician; MA Musical Theatre and a two-year MFA in Musical Theatre. It also provides training for programmes within the Department of Acting and Theatre.

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
Honours degree in a subject related to the discipline taught	E
Significant experience in professional Musical Theatre or considerable conservatoire experience teaching Singing at undergraduate and postgraduate level	E
Excellent IT and administrative skills	E
Excellent piano/sight-reading skills	E
Strong organisational and team working skills with the ability to work within a multi-disciplinary university conservatoire environment	E
Teaching experience in a conservatoire environment	D
Excellent contacts in the Musical Theatre industry	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.

- Lead modules
- Teach seminars and practical workshops in both 1-to-1 and group settings
- Teach and assess students undertaking modules in musical theatre providing constructive formative and summative feedback
- Take on administrative responsibilities to support the day to day running of the Singing department
- Assist the department where necessary to maintain the structure and delivery of all singing related modules and it's advances within the industry
- Contribute to the continuous development of programmes to ensure training meets the constantly evolving professional standards

N.B. The above list is not exhaustive.