

Post Details		Last Updated: 27/08/2021	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences		
Job Title:	Teaching Fellow A/B in Veterinary Public Health		
Job Family & Job Level	Research and Teaching	Level 4 to 5	
Responsible to:	Head of Department or Faculty		
Responsible for:	Not applicable		
<p><b>Job Summary and Purpose</b></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>To assist and support departmental academic administrative duties including but not limited to module coordination and exam administrative support.</p> <p>Any other responsibilities required as determined by the Head of Department</p>			
<b>Main Responsibilities and Activities</b>			
<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 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 in preclinical sciences particularly.</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, 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>			

#### Management and Administration

Take on administrative duties such as Module Coordinator, Examination Officer and Timetabling Officer which contribute to the efficient management and administration of the Faculty/Department.

Assist and support departmental academic administrative duties including but not limited to module coordination and exam administrative support for departmental members.

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 and competent use of Microsoft Office
- 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 desirable. If such qualification has not been attained the candidate will be expected to complete the University GCLT.

#### 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 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 in Veterinary Public Health

### Background Information/Relationships

You will be expected to complement our existing strengths in teaching in the areas of veterinary public health, food safety, epidemiology and infectious diseases. You will have the potential to capitalise on our existing collaborations with experts from world class veterinary research institutes, animal health companies, food producers, government agencies and partner practices.

Based on your prior experience in veterinary public health you will be expected to contribute to the ongoing development and delivery of our undergraduate veterinary medicine and science curriculum, ensuring that it conforms to the standards required by the RCVS and EAEVE.

You will be expected to support academic and administrative duties for academics within the Department of Veterinary Epidemiology and Public Health. You will be responsible to the Head of Department and will work in close collaboration with other members of the Department and the School of Veterinary Medicine.

### 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
Evidence of supporting the academic and professional development of students	E
Significant work experience in a relevant field of veterinary public health	E
Registered (or eligible to register) with the Royal College of Veterinary Surgeons (MRCVS)	E
Excellent communication, inter-personal and networking skills	E
A recognised teaching qualification	D
Experience of veterinary public health teaching	D
Relevant postgraduate qualification	D
Experience of teaching in a school of veterinary medicine	D
In addition to the above for applications to Teaching Fellow B:	
Relevant postgraduate qualification; ideally MSc or PhD	E
Fellow of the Higher Education Academy (FHEA)	E
Evidence of engaging in professional and pedagogical research to support subject specialism and teaching and learning activities	E
Solid experience of teaching at an undergraduate level with excellent feedback	E
Evidence of designing and delivering innovation in learning and teaching	E
Evidence of high-quality teaching and experience of curriculum development	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. Contribute towards the development and quality improvement of the undergraduate curriculum for veterinary medicine
2. Directly contribute to undergraduate teaching programmes (including lectures, tutorials, practical classes, research project supervision etc.), particularly in veterinary public health

3. Engage in the development and delivery of the final year intra-mural rotations and electives in veterinary public health, including liaison with external delivery partners
4. Undertake administrative duties such as module co-ordination.
5. Act as a personal tutor to undergraduate veterinary students
6. Support high quality research in veterinary public health and/or education

N.B. The above list is not exhaustive.