

Post Details		Last Updated: 22/11/2021	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences Nutritional Sciences Department		
Job Title:	Teaching Fellow (B) in Food Science		
Job Family & Job Level	Research and Teaching	5	
Responsible to:	Head of Department or Faculty		
Responsible for:	Teaching staff in the Department or School. May supervise other staff.		
Job Summary and Purpose To have significant input to teaching at undergraduate and postgraduate level. To make a significant contribution to Faculty/Department management and administration as appropriate.			
Main Responsibilities and Activities			
Teaching delivery and development: Develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students. Assist in the development of curricula and lead on programme and course innovations whilst taking responsibility for the quality of programmes developed. 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. Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics. 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. Continually update knowledge and understanding in subject specialism and apply to course of study. Extend transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice. Engage in professional and pedagogical research to support subject specialism teaching and learning activities. Conduct individual or collaborative projects related to discipline or pedagogy. 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			

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

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 Food Science (Teaching Fellow B)
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Background Information/Relationships

The position(s) on offer provide a great opportunity for an enthusiastic and engaging Food Scientist, looking for new challenges and with a passion for nutritional sciences education. We are seeking a Food Scientist who can use their experience, knowledge and skills to help teach undergraduate and postgraduate students in the field of Food Science. Successful candidates will bring a clear knowledge base and experience of the field of Food and Nutritional Sciences, to complement existing staff in their ability to deliver high quality teaching and assessment. They will make key contributions to our teaching across all years of the undergraduate Food Science and Nutrition course but predominantly in our new MSc Programme in Food Science.

Successful candidates will join the Department of Nutritional Sciences and our supportive, multidisciplinary teaching team, who are dedicated to inspiring and equipping the next generation of Food Science students with all the knowledge and skill sets that they require to be successful Food Scientists.

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.

Qualifications and Professional Membership for Teaching Fellow B	Essential/ Desirable
Undergraduate Degree in Food and Nutritional Sciences	E
Relevant Doctorate degree (ideally in Food and Nutritional Sciences)	E
Relevant Teaching Qualification (e.g. GradCertHE/FHEA)	D
Registration with a professional body	D
Technical Competencies (Experience and Knowledge) for Teaching Fellow B	
Experience in Food Science and Nutrition	E
Clear evidence of excellent interpersonal and team-working skills	E
Experience of teaching and mentoring	E
Experience of teaching and mentoring, and of delivering professional and communication skills training would strengthen an application	D
Clear evidence of organisational and planning skills	E
Experience of delivering professional and communication skills training	D

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 to the design and delivery of the new MSc in Food Sciences across the Postgraduate curriculum and teach on the Undergraduate curriculum.
2. Contribute to other teaching and assessment activities as required.
3. Undertake the role of Module Lead and other administrative duties as required.
4. Act as a personal Tutor to undergraduate and postgraduate students.
5. Participate in the community and life of the Department and University.
6. Support post and undergraduate recruitment activities.
7. Develop teaching methods and apply innovative and relevant teaching & learning activities.
8. Conduct individual or collaborative projects related to the discipline or pedagogy.

N.B. The above list is not exhaustive.