

Job Title	Senior Teaching Fellow
Job Purpose	
<p>To lead the design, development and delivery of a range of teaching programmes and undertake student assessment activities, leading scholarship, professional and knowledge exchange activities. Apply, promote and develop innovative and appropriate teaching techniques and contribute to the development of teaching design and delivery skills across the faculty through offering feedback and guidance. Take a lead role in curriculum review and contribute to learning and teaching strategy. Work with the Associate Deans, Heads of School / Department and other colleagues to ensure the efficient and effective delivery of teaching programmes in accordance with University strategy, policy and procedures. Undertake academic administration.</p>	
Main activities and responsibilities	
Student learning experience	
<ol style="list-style-type: none"> 1. Lead and manage the design, development and delivery of a range of teaching programmes at undergraduate and postgraduate levels, managing operational processes and accreditation processes. 2. Take a lead role in curriculum review and quality enhancement. 3. Design and manage processes in relation to student assessment, examination and feedback activities. 4. Ensure that programme design and delivery comply with the quality standards and regulations of the University. 5. Lead the development of knowledge exchange activities by, for example establishing educational links with industry and influencing public policy and leading edge practice. 6. Contribute to the development of academic processes across the institution. 7. Contribute to the development of learning and teaching strategies. 8. Teach a range of materials. 9. Develop and apply innovative and appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students. 10. Oversee the monitoring of student progress and provide advice and guidance to personal tutors and students as appropriate 	
Research, enterprise and scholarship	
<ol style="list-style-type: none"> 11. Investigate, develop and promote innovative learning, teaching and assessment methods and techniques in the sector, and pedagogic research generally, bringing new insights to the Faculty. 12. Contribute cognate research activities by providing specialist input based on professional experience and qualifications/registration 13. Engage in continuous professional development which may include establishing, in a developing capacity, a personal portfolio of research activity. 	
Managing people and resources	
<ol style="list-style-type: none"> 14. Manage teaching teams and provide leadership for the teaching area, providing leadership, support and guidance to colleagues and supervising students as appropriate to ensure programmes are delivered effectively. 15. Contribute to the development of teams and individuals through the individual performance review process and providing advice on personal development. 16. Contribute to the overall management of the Faculty in areas such as resource management, business and programme planning. Undertake line management 	

responsibilities as required.

17. Be responsible for setting standards and monitoring progress against agreed criteria for area of responsibility.
18. Be involved in Faculty / School level strategic planning and contribute to the University's strategic planning process.
19. Plan and deliver consultancy or similar programmes and ensure that resources are available.

Pastoral care

20. Undertake personal tutoring.
21. Oversee the monitoring of student progress and provide advice and guidance to personal tutors and students as appropriate, including oversight of the needs of students with special requirements and processes pertaining to mitigating circumstances.
22. Appreciate the needs of individual students and their circumstances and assist them in accessing University support.
23. Deal with referred issues for students on own programmes and provide first line support for colleagues dealing with student matters, referring them to sources of further help if required.

Liaison and networking

24. Lead and develop internal networks, for example by chairing and participating in University committees or working groups particularly those that relate to learning and teaching, quality enhancement and student experience matters
25. Develop links with external contacts such as other educational bodies, employers and professional bodies to foster collaboration.
26. Undertake international visits in order to establish partnerships teach at partner institutions or act as Link-Tutor.
27. Actively collaborate within the University and externally on relevant research projects.

Academic administration

28. Carry out faculty or University administrative functions including convening or participating in relevant committees, assessment boards, monitoring student attendance, progress and attainment, timetabling, etc.

Additional Key Requirements:

Communication

Disseminate conceptual and complex ideas of a wide variety of audiences using appropriate media and methods to promote understanding.

Teamwork

Lead teams within areas of responsibility.
Ensure that teams within the School and Faculty work together.
Act to resolve conflicts within and between teams.

Initiative, problem solving and decision making

Resolve problems affecting the delivery of modules within own educational programme and in accordance with regulations.
Make decisions regarding operational aspects of own educational programme.
Contribute to decisions which have an impact on other related programmes.
Monitor student progress and retention.
Provide advice on strategic issues such as the balance of student recruitment, staff appointments and student and other performance matters.

Identify opportunities for strategic development of new programmes or appropriate areas of activity and contributing to the development of such ideas.

Work environment

Be aware of the risks in the workplace and the potential impact on their own work and that of others.

Depending on area of work (for example laboratories, workshops, studios) conduct risk assessments, take steps to reduce hazards and take responsibility for the health and safety of self and others.

Person Specification

- Depth or breadth of specialist knowledge demonstrated by a doctorate level qualification, usually a PhD in order to teach and support learning on academic modules or National Practice leadership.
- Where it can be demonstrated that equivalent core knowledge has been gained from practice a PhD will be desirable
- In depth understanding of own specialism to enable the development of new knowledge and understanding within the field.
- Teaching qualification
- A track record of teaching at undergraduate and postgraduate level and of developing and managing teaching programmes, demonstrating standards of excellence.
- Knowledge of higher education and ability to use a range of delivery techniques to enthuse and engage students
- Experience of teaching curriculum development and quality management and enhancement in an HE environment.
- Evidence of scholarship activities with an impact on educational strategies, programmes or methods including contributions to publications (including professional/practitioner publications) and conferences.
- Experience of managing a team and/or functions in a busy environment with conflicting priorities.
- Excellent written and verbal communication skills
- Able to communicate complex and conceptual ideas to a range of groups
- Able to participate in and develop external networks.
- Able to identify potential sources of funding.
- A strategic thinker
- Able to demonstrate independent and self-managing work styles.
- Able to plan and prioritise workload and that of others
- Demonstrates strong student-centric approach to ways of working and commitment to high quality standards

Professional Status

Eligible for Senior Fellow status under the Higher Education Academy's Professional Standards Framework for Teaching and Supporting Learning in Higher Education.

Membership of Chartered / professional bodies relevant to subject area.

Special requirements

Able to undertake duties at different premises including any University campus as required. Expected to work outside of normal office hours as required.

All academic staff are expected to engage in activities associated with promotion, marketing and public outreach of subject area.

Expectations of all staff**Professional standards**

All staff employed by Birmingham City University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal Opportunities

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and safety

The arrangements for meeting the University's health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University.

All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University's activities.

This job description indicates the expectations of staff at this level. The University recognises that you will not be expected to undertake the full range of responsibilities under each heading and you may be directed to concentrate on particular areas. Likewise, there is no guarantee that you will be given the opportunity to carry out all the activities listed.

With reasonable notice and support the University can expect and require a member of staff at this level to undertake any of the activities detailed above. Job descriptions indicate the broad range of responsibilities which are within scope for the level of the post. Whilst all elements may not be an entry requirement you will be expected to perform at this level within a reasonable period following promotion.

Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.