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Job Title	Teaching Fellow
Job Purpose	
To lecture, lead seminars and other forms of undergraduate and postgraduate teaching by developing and applying innovative and appropriate teaching techniques which create interest, understanding and enthusiasm amongst students. Carry out on-going curriculum review including module content and materials and contribute to learning and teaching strategy. Undertake a range of administrative responsibilities.	
Main activities and responsibilities	
Student learning experience	
<ol style="list-style-type: none"> 1. To support the teaching objectives of the department by delivering teaching through allocated lectures, tutorials and other forms of undergraduate and postgraduate teaching. Set and mark coursework and exams, providing constructive feedback to students. 2. To develop where appropriate revisions to existing modules or courses in terms of design, content, structure, forms of delivery, method of assessment 3. To develop own teaching materials, methods and approaches, with guidance. Obtain and analyse feedback on own teaching design and delivery to facilitate this. 4. To contribute to the development of new teaching approaches and course proposals and to the design of curricula which are academically excellent, coherent and intellectually challenging. 5. To ensure that course design and delivery comply with the quality standards and regulations of the University and department 6. To provide – with mentoring - supervision to students, giving advice on study skills and helping with learning problems. To identify the learning needs of students and define learning objectives. 7. To supervise student projects, field trips and, where appropriate, placements 	
Research, enterprise and scholarship	
<ol style="list-style-type: none"> 8. To investigate innovative teaching, learning and assessment methods and techniques in the sector, and pedagogic research generally, bringing new insights to the school or department. 9. Collaborate with colleagues on the development of knowledge exchange activities by, for example, participating in initiatives which establish educational links with practice and industry and influence public policy and leading edge practice. 10. Contribute to research activities by providing specialist input based on professional expertise, practice, experience and qualifications / registration. 11. 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"> 12. Manage own teaching, scholarly and administrative activities 13. Prioritise own workload within agreed objectives to ensure all activities are completed to deadlines. 	
Pastoral care	

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14. Be responsible for pastoral care of students within a specified area.
15. Act as personal tutor, giving first-line support and mentoring to students.
16. Appreciate the needs of individual students and their circumstances.
17. Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.
18. Refer students as appropriate to services providing further support.

Liaison and networking

19. Work with faculty colleagues on a wide range of issues.
20. Participate in and develop networks within the University and externally concerned with learning and teaching matters, quality and student satisfaction.
21. Participate in collaborative partnerships with external partners, which are concerned with knowledge exchange and promoting educational links with practice and industry.
22. Undertake international visits in order to establish partnerships teach at partner institutions or act as Link-Tutor.

Academic administration

23. Undertake various administrative responsibilities as required. This will include areas such as assessment of progress, student attendance, teaching quality, student experience etc.
24. Participate in faculty and school meetings.

Additional Key Requirements:

Communication

Routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media.

Teamwork

Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
Co-ordinate the work of colleagues to identify and respond to student needs.

Initiative, problem solving and decision making

Identify the need for developing content or structure of modules with colleagues and make proposals on how this should be achieved.
Develop ideas and find ways of disseminating and applying the result of scholarship.
Exercise responsibility for the design and delivery of modules and assessment methods.
Collaborate with colleagues on the implementation of assessment procedures.
Contribute to the accreditation of programmes and quality control processes.
Tackle issues affecting the quality of delivery within the scope of own level of responsibility, referring more serious matters to others as appropriate.
Make decisions regarding the content, delivery and assessment of courses within agreed regulations.
Balance the competing pressures of teaching, scholarship and administrative demands and deadlines.

Work environment

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

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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

- First degree and higher degree in a relevant subject
- Teaching qualification or preparedness to work towards
- Willing to study for a PhD or equivalence accepted based on cognate area of understanding.
- Alternatively, ability to demonstrate equivalent core knowledge and expertise gained from leading edge practice will be considered in some circumstances.
- Sufficient breadth or depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support.
- Knowledge of higher education and ability to use a range of delivery techniques to enthuse and engage students.
- In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.
- Evidence of excellent teaching identified by peer review.
- Evidence of a positive impact at discipline programme level beyond own teaching.
- Experience of teaching, curriculum development and quality management and enhancement in a HE environment.
- Understand equal opportunity issues as they may impact on academic content and issues relating to student need.
- Excellent written and verbal communication skills
- Able to demonstrate independent and self-managing work styles.
- Ability to translate knowledge of advances in subject area into teaching and assessment methods and materials.
- Experience of knowledge exchange related activities is desirable.
- Experience of curriculum development is desirable.

Professional Status

Eligible for Fellow or Associate Fellow status under the Higher Education Academy's Professional Standards Framework.

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 the 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

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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 detailed 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. 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.