

## JOB DESCRIPTION

<b>Job Title:</b>	<b>TEACHING FELLOW - Strategy and Managment</b>	<b>Grade:</b>	<b>AC2</b>
<b>Department/School:</b>	<b>Systems Management and Strategy</b>	<b>Date of Job Evaluation:</b>	<b>June 2019</b>
<b>Role reports to:</b>	<b>Head of Department</b>		
<b>Direct Reports</b>	<b>N/A</b>		
<b>Indirect Reports:</b>	<b>N/A</b>		
<b>Other Key contacts:</b>	<b>Programme Leaders, Module Leaders, Professional Services staff</b>		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

### **PURPOSE OF ROLE:**

To conduct high quality teaching on undergraduate and postgraduate programmes in the areas. The role will focus on delivering high quality education in a variety of formats. The person appointed will be expected to:

- Contribute to the delivery of existing teaching
- Contribute significantly to the delivery of teaching activities, reflecting the successfully candidate's own subject specialism appropriate for the needs of a diverse student body; across the range of courses offered by the department/school
- Support development of new modules demonstrating excellent design
- Engage in professional practice across the subject area and contribute to the profile of the Department and Faculty
- Support the delivering of the student experience

### **KEY ACCOUNTABILITIES:**

**Team Specific:**

- Contribute to the delivery of high quality, innovative and effective teaching and new teaching initiatives, including inclusive approaches to setting and marking assessment
- Lead on personal and academic tutoring of undergraduates
- Lead and support others in the design and develop of new courses/modules demonstrating excellent curriculum design
- Contribute to curriculum development within the Department
- Contribute to subject, professional and/or pedagogical practice
- Contribution to the continuous improvement of the student experience or Lead courses/modules effectively including adopting a responsive approach to students
- Effective cross working with Professional Services to support students
- Contribute to relationship management and engagement with key external bodies for teaching at a regional and national level; the national or regional public/cultural sectors/business, industry/professional bodies in relation to teaching
- Maintain effective, high quality and productive working relationships with professional bodies and employers
- Supervision of undergraduate and postgraduate students
- Work with other academics and the administrative teams to deliver excellent student care and support student success and employability
- Contribute to the general academic administrative work of the Department and Faculty

**Generic:**

- Assist the team in achieving the Department KPIs
- Contribute to department plans, activities and efficient working practices
- Participate in visit to schools, local community groups, public engagements and related activity
- Demonstrate a commitment to equality, diversity and inclusion through teaching practice and / or engagement with University initiatives

- Contribute to department based teaching development activities
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice

**Managing Self**

- Contribute to the development and delivery of excellent learning, teaching and assessment practice across the University
- Develop expertise in practice or research-informed teaching with an increasing degree of autonomy
- Keep abreast of developments within the field and seek continuous improvement of own professional practice
- Actively participate in established professional development framework activities
- Behave in a manner which reflects the University values and behaviours which creates a positive environment for work and study
- Maintain a high standard of student engagement and satisfaction

**Core Requirements**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

**Additional Requirements:**

Any other duties commensurate with the post and grade as agreed with the Head of Department/School and the PVC of the Faculty.

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the Head of Department/School as part of the post-holder's annual Appraisal and Professional Development Review

**KEY RELATIONSHIPS (Internal & External):**

Academic colleagues

Head of Department

Professional Services staff

Research community in area of subject specialism

Teaching community in areas of best practice

Practitioners in subject specialism

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Delivery and/or leading at undergraduate and/or postgraduate level</li> <li>• Conducting high quality, innovative and effective teaching on postgraduate and undergraduate programmes</li> <li>• Contributing to new courses/modules</li> <li>• Working with professional services to support students</li> <li>• Leading and contributing to subject, professional and/or pedagogical practice and other scholarly activities in the field</li> <li>• Student care, employability and pastoral provision</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Curriculum development expertise.</li> <li>• Acquiring internal and external resources to fund teaching practice-based enterprise projects.</li> <li>• Dissemination of good practice either within the University and/ or external.</li> <li>• Undertaking HE outreach activity.</li> <li>• Undertaking peer reviews and department/school development activity/planning.</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Ability to engaged with and respond to student feedback</li> <li>• Outstanding organisational, IT communication and interpersonal skills</li> </ul>	<b>Skills</b> <ul style="list-style-type: none"> <li>• Curriculum development.</li> <li>• Ability to contribute imaginatively to multi-disciplinary teams.</li> <li>• Ability to engage effectively with professional bodies at a national level</li> </ul>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Masters in related field or recognised equivalent.</li> <li>• Hold a PGCert HE or recognised equivalent or be a Fellow of the HEA; or commit, as a condition of appointment, to obtain HEA Fellowship within twelve months of commencing the role, with the support of the university.</li> </ul>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>• PhD in related field or recognised equivalent.</li> <li>• Hold a PGCert HE and Fellowship of the HEA</li> </ul>
<b>Personal attributes</b> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> and behaviours of the University of</li> </ul>	

Greenwich: Excellence,  
Determination, Inclusivity,  
Ambition and Creativity