

JOB DESCRIPTION

Job Title:	Teaching Fellow – PPD, Management and Organisational Behaviour	Grade:	AC2
Department/School:	Faculty of Business	Date of Job Evaluation:	June 2019
Role reports to:	Head of Department		
Direct Reports	N/A		
Indirect Reports:	N/A		
Other Key contacts:	Programme Leaders, Course Leaders, Professional Services staff		
<p>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.</p>			
<p>PURPOSE OF ROLE:</p> <p>The Teaching Fellow Management, Human Resources, and Organisational Behaviour role will contribute to the teaching in the areas of:</p> <ul style="list-style-type: none"> • Personal and professional development. • Management • Managing Across Cultures • Organisational Behaviour <p>The Teaching Fellow is expected to conduct high quality teaching on undergraduate and postgraduate programmes. The role will focus on delivering high quality education in a variety of formats. The person appointed will be expected to:</p> <ul style="list-style-type: none"> • 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/faculty. • 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 delivery 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 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 taught 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's KPIs
- Contribute to department/faculty 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 and the PVC of the Faculty.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Head of Department 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

PERSON SPECIFICATION

Essential

Experience

- Delivery and/or leading at undergraduate and/or postgraduate level.
- Conducting high quality, innovative and effective teaching on

Desirable

Experience

- Curriculum development expertise.
- Acquiring internal and external resources to fund teaching practice-

<p>postgraduate and undergraduate programmes.</p> <ul style="list-style-type: none"> • Contributing to new courses/modules. • Working with professional services to support students. • Contributing to subject, professional and/or pedagogical practice and other scholarly activities in the field. • Student care, employability and pastoral provision. <p>Skills</p> <ul style="list-style-type: none"> • Ability to engaged with and respond to student feedback. • Outstanding organisational, IT communication and interpersonal skills. <p>Qualifications</p> <ul style="list-style-type: none"> • Masters in related field or recognised equivalent. • 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. <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the <u>values</u> and behaviours of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>based enterprise projects.</p> <ul style="list-style-type: none"> • Dissemination of good practice either within the University and/ or external. • Undertaking HE outreach activity. • Undertaking peer reviews and department/school development activity/planning. <p>Skills</p> <ul style="list-style-type: none"> • Curriculum development. • Ability to contribute imaginatively to multi-disciplinary teams. • Ability to engage effectively with professional bodies at a national level. <p>Qualifications</p> <ul style="list-style-type: none"> • N/A <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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