

JOB DESCRIPTION

Job Title:	Teaching Fellow – Events and Hospitality Management	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>This Teaching Fellow role would teach across the events management and hospitality management subject areas, which are closely aligned within the department. Both subjects are delivered with an emphasis on developing management skills and subject knowledge, with the aim of preparing students for developing their future management careers. In particular, we would welcome applications from individuals with knowledge of business events, corporate hospitality and marketing.</p> <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	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Delivery and/or leading teaching at undergraduate and/or postgraduate level. • Conducting high quality, innovative and effective teaching on postgraduate and undergraduate programmes. • 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 engage 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>Experience</p> <ul style="list-style-type: none"> • Curriculum development expertise. • 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

