

## JOB DESCRIPTION

<b>Job Title:</b>	Senior Teaching Fellow Primary Education	<b>Grade:</b>	AC3
<b>Department/School:</b>	Education	<b>Date of Job Evaluation:</b>	October 2021
<b>Role reports to:</b>	Iain Kitchener (APL)		
<b>Direct Reports</b>	Iain Kitchener (APL)		
<b>Indirect Reports:</b>	The other APL for primary, Year Leads and programme leaders in primary education.		
<b>Other Key contacts:</b>	Deputy heads of school.		
<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>			

### **PURPOSE OF ROLE:**

To conduct high quality teaching on undergraduate and postgraduate programmes in primary education, specifically on the BA Primary Education with QTS, Primary education studies and PGCE programmes. The role will focus on delivering high quality education in a variety of formats. The person appointed will be expected to:

- Contribute significantly to the delivery of teaching activities, reflecting the successful candidate's own subject specialisms (ideally to include primary geography, English, maths and professional studies). Appropriate for the needs of a diverse student body; across the range of courses offered by the school.
- Support development of new modules demonstrating excellent design.
- Engage in professional practice across the subject area and contribute to the profile of the School 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.
- Personal and academic tutoring of undergraduates/postgraduates.
- Contribute to curriculum development within the Department/School.
- Engage in recruitment activities such as open days/evenings and interviews.
- Contribution to the continuous improvement of the student experience or Lead courses/modules effectively including adopting a responsive approach to students.
- Contribute to relationship management and engagement with external partners.
- Maintain effective, high quality and productive working relationships with colleagues, professional bodies, and employers.
- Supervision of undergraduate and postgraduate students on placements.
- Work with other academics and the administrative teams to deliver excellent student care and support student success and employability.
- Effective cross working with Professional Services.
- Contribute to the general academic administrative work of the School and Faculty.

**Generic:**

- Assist the primary team in achieving the School's KPIs.
- Contribute to department/school plans, activities, and efficient working practices.
- Participate in visits, public engagements, and related activity.
- Demonstrate a commitment to equality, diversity, and inclusion through teaching practice and / or engagement with University initiatives.
- Contribute to school-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 APL, Head of School and the PVC of the Faculty.

### **KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the line manager as part of the post-holder's annual Appraisal and Professional Development Review.

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

Primary Team, Practice Partners in education settings and with the Institute for Life Course Development.

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience as a primary teacher.</li> <li>• Experience of supporting trainee teachers.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge of current primary education practices and theory.</li> <li>• Ability to engage with and respond to student feedback.</li> <li>• Strong organisational, IT, communication, and interpersonal skills.</li> <li>• Ability to engage effectively with partners setting and colleagues.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Degree level qualification in a related discipline.</li> </ul> <p><b>Personal attributes</b></p> <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 Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• High quality, innovative and effective teaching on postgraduate and undergraduate programmes in primary education.</li> <li>• Leading courses/modules effectively including adopting a responsive approach to student feedback.</li> <li>• Student care, employability and pastoral provision including working with professional services.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Module design and leadership.</li> <li>• Specific skills and subject knowledge in areas including science, art, English or professional studies.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Masters in Education, or related field.</li> <li>• HEA Fellowship.</li> <li>• Doctorate in Education or related field – or studying for one.</li> </ul>