

**Job Title:** Teaching Fellow  
**Grade:** 7  
**Salary:** £39,906 to £46,049 per annum  
**Department:** School of Management  
**Hours/Contract:** Full-time or job share considered and permanent  
**Job Family:** Teaching and Research  
**Reference:** 12003

## Role Purpose

Contribute to our established teaching programmes in the areas of Management, Work, Employment and Human Resource Management.

### Main Duties and Responsibilities

#### Teaching

- Undertake academic duties (e.g., delivery and management of lectures, seminars, personal supervision, online seminars and discussion forums; providing feedback to students on assessed work; participating in the assessment of field tests; providing pastoral support to students) required to sustain the delivery of high-quality teaching, both campus based and distance learning.
- Be available for consultation on campus and, where appropriate, by email and distance learning discussion boards, and during appropriately specified office hours.
- Ensure that student feedback on teaching is sought, through questionnaires and other means, and respond constructively to such feedback, and advice from peers.
- Maintain broad knowledge of up-to-date teaching and scholarship in relevant fields, to ensure that teaching meets the standards expected within a research-led department.
- Set and mark coursework and advise students on their progress.
- Plan and review own approach to teaching.
- Take responsibility for leadership, design and quality of modules, and contribute generally to the development of teaching and teaching methods in the department.
- Contribute to curriculum development if called upon to do so.
- Develop module materials to enhance teaching delivery, ensuring appropriate use of teaching technologies.

#### Internal and External Relationships

- Report to relevant Division Head as line manager.
- Work closely with relevant mode and programme directors.
- Contribute to the teaching culture within the Division and School more widely.

#### Planning and Organising

Planning for teaching, assessment, feedback and student support as appropriate to the assigned modules.

## Qualifications, Knowledge and Experience

### Essential

- PhD completed or close to completion in Management, Work and Employment, Human Resource Management or a closely related subject, or the equivalent in relevant professional qualifications and experience. \*
- Have or be working towards a teaching qualification (e.g., PGCAP, HE Academy). \*
- Experience of teaching Management, Work and Employment, HRM or related subjects at undergraduate and/or postgraduate level. \*

### Desirable

- Proven competency in design and delivery of high-quality teaching both campus based and distance learning.
- Experience of designing and delivering course materials.

## Skills, Abilities and Competencies

### Essential

- Ability to communicate complex information clearly, and to encourage commitment to learn in others.
- Proven competency in a relevant academic subject e.g., Management, Work and Employment, HRM, employment relations, labour market studies.
- High level of proficiency in English, sufficient to undertake teaching and administrative activities utilising English Language materials, and to communicate effectively with staff and students.
- Evidence of good, effective oral communication, presentation and training skills.
- Ability to work independently, as well as part of a team on teaching-related activities.

***\*Criteria to be used in shortlisting candidates for interview***

## Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

## Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.



### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high-quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

