



Job Title: Teaching Fellow in Mathematics
Grade: 7
Salary: £38,205 to £44,263 per annum, pro rata if part-time
Department: School of Computing and Mathematical Science
Hours/Contract: Full time or job share, fixed term for 12 months
Job Family: Teaching and Research
Reference: 10587

Role Purpose

To deliver teaching, administration and other teaching-related activities to ensure world-class experience for undergraduate and taught postgraduate students through the delivery of lectures, problem classes, workshops, tutorials and project supervision. To develop and enhance our School's reputation in its teaching activities both internal and external to our University.

The role requires excellent subject knowledge, communication and interpersonal skill necessary for teaching, assessment, and feedback within core and optional modules of our established portfolio of integrated programmes. The key focus of the role is delivering the very best student experience and giving our graduates knowledge and skills for future employability.

Main Duties and Responsibilities

Teaching

- To inspire and motivate students through planning, organising and delivery of a range of teaching and learning experiences in mathematics, potentially including modelling, AI and data science, that are tailored to the specific needs of the programme, students, intended learning outcomes and standards set by professional bodies.
- In all teaching activities to demonstrate a student-centred approach, promoting professional and inclusive interactions with students within and beyond the classroom.
- Supervise project work and advise students on appropriate techniques.
- To act as an academic mentor for student group projects and to supervise individual student research projects at undergraduate and MSc level.
- To provide assessment and feedback that fosters student engagement and independent learning, such as setting exam questions and coursework assignments, completing all marking and record-keeping in accordance with School QA procedures.
- To act as a personal tutor for assigned students, providing proactive mentoring/coaching, pastoral and welfare support where required.
- To adopt a reflective and analytical approach to continuously improve their teaching and learning practice, including ensuring that student feedback on teaching is sought and to respond constructively to such feedback and to advice from colleagues.
- To support the Director of Learning & Teaching and other colleagues in the regular review of curriculum content and the development of new modules by designing course materials and using expertise to enhance teaching and learning.





Scholarship, Administrative and Other Activities

- To undertake scholarship activities associated with teaching, (e.g. professional practice, impact and knowledge exchange and horizon scanning) to ensure that students' knowledge and skills reflect the state-of-the-art in their discipline.
- Act as Module Convenor for appropriate modules, including effectively coordinating and managing module delivery, assessment and resources.
- To undertake such specific school roles as may be reasonably required by the Head of School (or such other person to whom responsibility may have been delegated).
- To supervise assigned Teaching Assistants, including taking responsibility for providing appropriate training and oversight of the integrity and consistency of marking.
- To attend School meetings as designated by the Head of School and participate in other committees and working groups as necessary within the school, college and university.
- To participate in relevant professional activities.
- To engage in continuous professional development, for example through participation in relevant staff development programmes.
- To undertake, subject to the agreement of the Head of School and the university as appropriate, external commitments that reflect well upon and enhance the reputation of the university.
- Attend visit and open days and contribute to marketing and outreach where appropriate.
- To ensure compliance with health and safety requirements in all aspects of work.

Internal and External Relationships

- Students: Daily contact with students via classes and supervisions (online and face-to-face).
- Staff within team: Daily contact with staff within the School.
- Internal School meetings
- University committees and working groups
- External: Contact with External Examiner during examination period. Contact with visiting lecturers and professors where applicable

Planning and Organising

- Prepare resources for teaching (including making use of Virtual Learning Environments) including searching, selecting and formatting materials.
- Prepare and organise projects and supervise students.
- Review and develop course materials/assessments in accordance with students' needs, the skills embedded in the curriculum and the teaching and learning methods adopted in the school, in collaboration with other colleagues teaching in the school.
- Advise Director of Learning & Teaching and others on curriculum matters pertaining to modules and share knowledge and experience with other colleagues in the school.





Qualifications, Knowledge and Experience

Essential

- A good first degree in Mathematics, Statistics, or related subjects*
- Experience in the preparation and delivery of teaching, or training and mentoring in an academic or similar environment *
- A PhD (or close to completing a PhD), **OR** Equivalent relevant experience, in Mathematics, Statistics, or related subject*
- Evidence of a proven track record in Higher Education environment.

Desirable

- Evidence of ability to contribute to school's current curriculum*
- Evidence of developing and using digital materials for teaching or training.
- Evidence of practical knowledge and skills.
- Fellowship of the Higher Education Academy (FHEA) or a willingness to obtain this.
- Membership and/or evidence of activity with professional bodies.

Skills, Abilities and Competencies

Essential

- Proven ability to teach at university or equivalent professional level*
- Ability to supervise projects and mentor small teams undertaking project activities*
- Effective written* and verbal communications skills
- 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
- Good interpersonal skills, specifically the ability to promote professional and inclusive interactions with students within and beyond the classroom
- Ability to work flexibly in a team
- A commitment to enhancing Equality, Diversity and Inclusivity in the workplace

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

Teaching Requirements

If requested, you may be expected to undertake teaching, tutoring and administrative duties across a range of modules, particularly in the delivery of teaching modules in China that are part of the Department's collaborative partnership programmes in the People's Republic of China.





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

Equality and Diversity

We believe that equality, 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.

