

Job Title: Teaching Fellow in Inorganic Chemistry

Grade: 7

Salary: £39,906 to £46,049 per annum, pro-rata if part-time

Department: Chemical, Earth and Environmental Sciences

Hours/Contract: Full-time or job share, fixed term contract to 15 March 2027 or until the return of the postholder, whichever sooner

Reference: 13632

Role Purpose

The role of the Teaching Fellow is to teach (campus-based classes) and assess students on core inorganic chemistry. Some additional teaching on suitably related elective modules will also be necessary. The fellow will be expected to provide support via Blackboard, discussion forums, office hours and email. In addition to delivering the teaching, the tutor is expected to set, mark and provide feedback on the assignments and final examinations. The fellow in conjunction with the programme team is responsible for ensuring that the module learning outcomes are achieved.

Main Duties and Responsibilities

Teaching

- To give lectures, seminars, tutorials and other classes as appropriate in support of the required teaching obligations.
- Act as the senior staff demonstrator for practical classes, supporting the postgraduate demonstrators and technicians in the safe delivery of undergraduate laboratories.
- To provide both continuous and end-of-module assessment for the enrolled students, which you will also contribute to marking and providing feedback upon.
- To provide academic support outside of classes via Blackboard VLE, e-mail and a regular office hour.

Administration

- To maintain the Blackboard VLE folder associated with your teaching of each module sub-part, and any additional/supplemental materials.
- Ensure compliance with University, College and School policies and procedures including, but not limited to health and safety requirements in all aspects of work.

Internal and External Relationships

- The line manager of the post holder will be the Head of School and/or Director of Education
- Collaboration with colleagues within the School is an expected part of the role, especially those co-teaching the modules assigned.

Planning and Organising

- Ensure that the module material is properly set up on Blackboard, and physical copies have been created/printed where necessary.
- Monitor module discussion boards, e-mail, office contact as a means to supporting students academically outside of class time





- Respond within three days (72 hours) to student questions with an answer in full, should this not be possible because you need to seek advice we ask that you inform the student(s) of an expected response time,
- Prepare assignment questions, assessment rubrics and mark assignments and provide detailed feedback on the work in-line with university guidelines on return of feedback,
- Attend any meetings in relation to the course delivery and panels of examiners (if appropriate)

Qualifications, Knowledge and Experience

Essential

- A PhD or equivalent in inorganic chemistry or closely related area*
- Evidence of excellence in inorganic chemistry*
- Evidence of ability to teach inorganic chemistry at all undergraduate levels*
- Demonstrable commitment to undergraduate teaching of chemistry, especially physical chemistry
- Hold a teaching qualification or HEA Fellowship or prepared to work towards one
- Experience in teaching and/or supervision of undergraduate or postgraduate students *
- Experience in developing blended and/or active learning strategies.
- Experience of engaging with departmental VLE and web activities.

Desirable

- An understanding of education provision and a commitment to providing top quality education to those studying at a distance
- Proficiency in English language
- Knowledge of programming/ability to code in Python.

Skills, Abilities and Competencies

Essential

- High level of proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students*
- Evidence of competence in administration
- Good effective communication (oral and written) and presentation skills
- Ability to work independently and as part of a team on teaching programmes
- Ability to plan, organise, implement, and deliver programmes of work
- Ability to design and deliver course materials and to assess them appropriately
- Ability to carry out administrative duties within the School and College as required by the Head of School
- Good interpersonal skills, team working and ability to interact effectively with colleagues

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

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.



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 encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

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

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

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.

