

Job Title: Teaching Fellow

Grade: 7

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

Department: School of Engineering

Hours/Contract: Full-time or job share, permanent

Reference: 13747

Role Purpose

To deliver teaching, administration and other activities to ensure that a world-class student experience is delivered to undergraduate and taught postgraduate students, through the delivery of lectures, laboratory 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.

This role is part of a team specifically focused on developing our students' core professional engineering skills of design, experimentation, engineering management and the ability to apply fundamental engineering principles to real-world engineering problems. The role requires delivery of a variety of types of teaching within the core modules of our established portfolio of integrated engineering programmes. The key focus of the role is delivering the very best student experience and giving our graduates industrially-relevant engineering skills.

Main Duties and Responsibilities

Teaching

- To inspire and motivate students through a planning, organising and delivery of a range of teaching and learning experiences in engineering design, experimentation, engineering fundamentals and engineering management 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 practical work and advise students on appropriate techniques.
- To act as an academic mentor for student group design projects and to supervise student research projects in areas such as design and manufacturing.
- 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 outstanding 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 Education 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.

Administrative and Other Activities

- 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.

Scholarship

- To undertake scholarship activities associated with Engineering teaching, (e.g. professional engineering practice, impact and knowledge exchange and horizon scanning) to ensure that students' knowledge and skills reflect the state-of-the-art in their discipline.

Internal and External Relationships

- Students: Daily contact with students via classes and supervisions.
- 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 Education 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 PhD (or close to completing a PhD) **OR** Equivalent relevant industrial or educational engineering experience, in areas including engineering management, hardware design and experimental techniques/research.*





- A good first degree in Engineering or a relevant Physical Science **OR** an HNC/HND which would meet the academic requirements for registration to at least Incorporated Engineer (IEng) standard*
- Experience in the preparation and delivery of teaching, or training and mentoring in an academic or industrial engineering environment*
- Evidence of a proven track record in Higher Education or a professional engineering 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 engineering manufacturing knowledge and skills.
- Evidence of knowledge of Engineering management techniques and their application in industry.
- Achieved, (or with the potential to achieve) professional registration as an Incorporated Engineer (IEng) or Chartered Engineer (CEng).
- Fellowship of the Higher Education Academy (FHEA) or a willingness to obtain this.
- Membership and/or evidence of activity with professional institutions (e.g. IMechE, IET or Advance HE).

Skills, Abilities and Competencies

Essential

- Proven ability to teach at university or equivalent professional level
- Ability to supervise projects and mentor small teams undertaking design activities, including those covering engineering management techniques
- 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
- Excellent 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

****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 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.

