

**Job Title:** Teaching Fellow in Accounting or Finance

**Grade:** 7

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

**Department:** Accounting and Finance

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

**Reference:** 12256 and 12258

## Role Purpose

Specific set of responsibilities within established teaching programmes in the University of Leicester, School of Business (ULSB).

## Main Duties and Responsibilities

### Teaching

Undertake teaching and other activities supporting the work of the School and, in so doing, aid in developing and enhancing both its internal and external reputation.

- 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; 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 accounting and finance, 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 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.
- Take responsibility beyond own students and coursework e.g. for co-ordination of examinations.

### Administration

- Attend School meetings and participate in other committees and working groups within the School, the College and the University to which appointed or elected
- Engage in continuous professional development, for example through participation in relevant staff development programmes
- Participate in relevant professional activities
- Ensure compliance with health and safety requirements in all aspects of work





## Internal and External Relationships

- Report to Head of School as line manager, who will assign module work
- Work closely with relevant module and programme leaders
- Contribute to the teaching culture within the School

## Planning and Organising

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

## Qualifications, Knowledge and Experience

### Essential

- PhD in relevant subject or the equivalent in professional qualifications and experience\*
- Have or be working towards a teaching qualification (e.g. PGCAP, HE Academy)\*
- Ability and experience in design and delivery of course materials.

### Desirable

- Proven competency in design and delivery of high quality teaching both campus based and distance learning.

## Skills, Abilities and Competencies

### Essential

- Proven competency in a relevant academic subject
- Ability to communicate complex information clearly, and to encourage commitment to learn in others.
- 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.
- A commitment to high-quality teaching.
- Proven competency in IT, and familiarity with a computerised environment.
- Effective oral and written skills in order to communicate effectively with staff and students.

***\*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 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.

