



Job Title: Teaching Fellow in Law

Grade: 7

Salary: £34,804 per annum

Department: Leicester Law School

Hours/Contract: Part-time (0.95 fte) fixed term contract from 1 September 2020 to 31 August 2021

Reference: 2007

Role Purpose

You will contribute to the teaching of the core undergraduate modules forming the Foundations of Legal Knowledge. You may also be expected to contribute to the teaching of appropriate specialist modules at undergraduate and postgraduate level.

You will undertake research that supports and enriches your own teaching and also helps to develop the curriculum, pedagogy and practice within the School as well as the College and the University more broadly.

You will also carry out administration and other activities that contribute to, and support, the work of the School.

Main Duties and Responsibilities

Teaching

- To give lectures, seminars, tutorials and other classes, as appropriate, including online teaching, in support of the required teaching obligations, and to supervise dissertation and project work.
- To teach a range of core and optional modules at undergraduate level
- To develop course materials to enhance teaching delivery
- Supervision of undergraduate student dissertations, including assessment
- Personal tutoring of students to include monitoring of student activities and provision of responses to student inquiries in order to ensure student satisfaction.
- To ensure that student feedback on teaching is sought, through questionnaires and other means, and to respond constructively to such feedback and to advice from peers.
- To maintain a broad knowledge of up-to-date research and scholarship in relevant fields to ensure that teaching meets the standards expected within a research-led University.
- To undertake academic duties (e.g. setting examination papers, marking, and pastoral support of students) required to sustain the delivery of high quality teaching.
- To support and comply with the University and School teaching quality assurance standards and procedures, including the provision of such information as may be required by the School or the University.





- Being available to teach from Monday to Friday and between 9am and 6pm during term time.

Administration

- Undertake such specific School roles and management functions as may be reasonably required by the Head of School (or such persons to whom responsibility may have been delegated).
- 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.
- Undertake, subject to agreement of the Head of School and the University as appropriate, external commitments that reflect well upon and enhance the reputation of the University.
- Ensure compliance with health and safety requirements in all aspects of work.

Internal and External Relationships

Coordination with central University offices as required.

Planning and Organising

Planning/organisation of work in delivery of varied aspects of the job specification.

Seek guidance from academic mentors, administrative support staff and other academic colleagues as required.

Qualifications, Knowledge and Experience

Essential

- An undergraduate degree and postgraduate degree (or equivalent professional qualification and experience), at least one of which should be in law*
- Expertise and/or teaching experience in one or more of the Foundations of Legal Knowledge modules (Equity and Trusts, Contract, Tort, Criminal Law, Land Law, Public Law).
- Teaching experience in a UK HEI or equivalent*

Desirable

- Skills in mentoring/advising and motivating students.
- A Higher Education Academy fellowship or an Equivalent Teaching Qualification recognised by HESA, or a commitment to obtain HEA accreditation at the earliest opportunity with institutional support.

Skills, Abilities and Competencies

Essential





- Fluent or near fluent proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students.
- Demonstrated ability to contribute to the teaching of one or more modules at undergraduate and postgraduate levels
- Demonstrated commitment to excellence and innovation in teaching and pedagogical development
- Excellent written* and verbal communication skills, including good IT competency.
- Ability to work independently and as part of a team on research and teaching programmes.
- Ability to plan, organise, implement and deliver programmes of work

Desirable

- Ability and willingness to travel and represent the University at external meetings and conferences.

****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.

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.

VITAL

The University encourages all staff to live our [VITAL values](#) which are:

Valuing People, Innovators, Together, Accountable, Leaders.

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.

