Job Summary

**Job Title:** Teaching Fellow  
**Grade:** 7  
**Salary:** £34,189 to £39,609 per annum  
**Department:** School of Business  
**Hours/Contract:** Full time fixed term contract for 12 months  
**Job Reference:** 469

**Role Purpose**

The Teaching Fellow will have a specific set of responsibilities within established teaching programmes in the University of Leicester, School of Business (ULSB).

<table>
<thead>
<tr>
<th>Principal Responsibilities</th>
<th>% Time</th>
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<tbody>
<tr>
<td><strong>Teaching</strong></td>
<td></td>
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<tr>
<td>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.</td>
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<tr>
<td>• 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; participating in the assessment of field tests; providing pastoral support to students) required to sustain the delivery of high-quality teaching, both campus based and distance learning.</td>
<td>40%</td>
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<td>• Be available for consultation on campus and, where appropriate, by email and distance learning discussion boards, and during appropriately specified office hours.</td>
<td>10%</td>
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<tr>
<td>• Short (typically one week) periods of overseas travel in order to deliver duties including teaching, supervision and pastoral support to distance learning students</td>
<td>5%</td>
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<td>• Ensure that student feedback on teaching is sought, through questionnaires and other means, and respond constructively to such feedback, and advice from peers.</td>
<td>10%</td>
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<td>• Maintain broad knowledge of up-to-date teaching and scholarship in relevant fields, to ensure that teaching meets the standards expected within a research-led department.</td>
<td>15%</td>
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<td>• Set and mark coursework and advise students on their progress.</td>
<td>10%</td>
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<td>• Plan and review own approach to teaching.</td>
<td>10%</td>
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<tr>
<td>• Take responsibility for design and quality of modules, and contribute generally to the development of teaching and teaching methods in the department.</td>
<td>5%</td>
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<td>• Contribute to curriculum development if called upon to do so.</td>
<td>5%</td>
</tr>
</tbody>
</table>
## Job Summary

- 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.
- Coach and support tutorial groups, developing their knowledge and their learning skills.

### 5%

## Internal and External Relationships

- Report to relevant Division Head as line manager, who will assign module work
- Work closely with relevant mode and programme directors, within which assigned modules sit
- Contribute to the teaching culture within the Division and School more widely

## Planning and Organising

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

## Qualifications, Knowledge and Experience

### Essential

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

### Desirable

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

## Skills, Abilities and Competencies

### Essential

- Ability to communicate complex information clearly, and to encourage commitment to learn in others
- Ability to design and deliver course materials.
- Proven competency in a relevant academic subject.
- 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.
- Capability and willingness to conduct overseas teaching visits
- A commitment to high-quality teaching.
**Job Summary**

- Proven competency in IT, and familiarity with a computerised environment.
- Effective oral and written skills in order to communicate effectively with staff and students.

**Desirable**

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

*Criteria to be used in shortlisting candidates for interview*

**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.