

**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).

Principal Responsibilities	% Time
<p><b>Teaching</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>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. 40%</li> <li>Be available for consultation on campus and, where appropriate, by email and distance learning discussion boards, and during appropriately specified office hours.</li> <li>Short (typically one week) periods of overseas travel in order to deliver duties including teaching, supervision and pastoral support to distance learning students 10%</li> <li>Ensure that student feedback on teaching is sought, through questionnaires and other means, and respond constructively to such feedback, and advice from peers. 5%</li> <li>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. 10%</li> <li>Set and mark coursework and advise students on their progress. 15%</li> <li>Plan and review own approach to teaching. 10%</li> <li>Take responsibility for design and quality of modules, and contribute generally to the development of teaching and teaching methods in the department.</li> <li>Contribute to curriculum development if called upon to do so. 5%</li> </ul>	





<ul style="list-style-type: none"> <li>• Develop module materials to enhance teaching delivery, ensuring appropriate use of teaching technologies.</li> <li>• Take responsibility beyond own students and coursework e.g. for co-ordination of examinations.</li> <li>• Coach and support tutorial groups, developing their knowledge and their learning skills.</li> </ul>	5%
<b>Internal and External Relationships</b>	
<ul style="list-style-type: none"> <li>• Report to relevant Division Head as line manager, who will assign module work</li> <li>• Work closely with relevant mode and programme directors, within which assigned modules sit</li> <li>• Contribute to the teaching culture within the Division and School more widely</li> </ul>	
<b>Planning and Organising</b>	
<ul style="list-style-type: none"> <li>• Planning for teaching, assessment, feedback and student support as appropriate to the assigned modules.</li> </ul>	
<b>Qualifications, Knowledge and Experience</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• PhD in a relevant subject or the equivalent in professional qualifications and experience*</li> <li>• Have or be working towards a teaching qualification (e.g. PGCAP, HE Academy)*</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Proven competency in design and delivery of high quality teaching both campus based and distance learning.</li> </ul>	
<b>Skills, Abilities and Competencies</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate complex information clearly, and to encourage commitment to learn in others</li> <li>• Ability to design and deliver course materials.</li> <li>• Proven competency in a relevant academic subject.</li> <li>• 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.</li> <li>• Evidence of good, effective oral communication, presentation and training skills.</li> <li>• Ability to work independently, as well as part of a team on teaching-related activities.</li> <li>• Capability and willingness to conduct overseas teaching visits</li> <li>• A commitment to high-quality teaching.</li> </ul>	





- 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.

