



Job Title: Teaching Fellow (maternity cover)

Grade: 6

Salary: £28,331 to £32,817 per annum

Department: School of Criminology

Hours/Contract: Full-time, fixed term contract from 4 January 2021 to 30 September 2021, or until the return of post-holder, whichever is sooner.

Job Family: Teaching and Research

Reference: 2243

Role Purpose

To undertake teaching, marking and supervision on behalf of the School of Criminology. To support the delivery of modules on our suite of programmes in a manner commensurate with our commitment to providing an outstanding student experience. Work closely with our student body and with academic colleagues to support the continued success of the School's teaching programmes.

Main Duties and Responsibilities

Contribution to Teaching

- To provide lectures, seminars, workshops, tutorials and dissertation guidance in support of the required teaching obligations on undergraduate and postgraduate programmes.
- To undertake marking of essays, exam papers and other pieces of assessed coursework required to sustain the delivery of high quality teaching in line with the University's assessment and feedback regulations.
- 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.

Supervision and Support

- To provide academic support through face-to-face and online teaching.
- To provide feedback on student performance and pastoral support of students.
- To monitor the progress of students, including contacting those who do not attend classes or submit assignments, where applicable.

Administration and Personal Development

- To attend relevant meetings within the School, and wider University, where required.
- To undertake such specific roles and administrative functions as may be reasonably required by the Head of School.
- To engage in continuous professional development, for example through participation in relevant staff development programmes.

Internal and External Relationships

- Coordination with central University offices, as required.
- Liaison with University of Leicester students, as required.





- Delivery of presentations at conferences and meetings, as appropriate.

Planning and Organising

- Planning and organising of teaching, assessment and feedback activities, as required.

Qualifications, Knowledge and Experience

Essential

- A PhD in Criminology or a related field (or close to completion).
- A good knowledge of a range of criminological topics.

Desirable

- Experience of teaching undergraduate and postgraduate students.
- An Advanced Teaching Qualification or commitment to gain the appropriate category of HEA Fellowship.

Skills, Abilities and Competencies

Essential

- Good effective communication and presentation skills (written and oral).
- Ability to offer quality face-to-face and online learning support to students in small- and medium-sized group settings and on a one-to-one basis.
- Proven ability to deliver work at required standards in a timely manner.
- Effective planning and organising of own work activities/tasks.
- Ability to work as part of a team and to demonstrate flexibility.

Desirable

- Experience of using Virtual Learning Platforms (e.g. BlackBoard).

****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.

