Job Title: Teaching Fellow in Media and Communication
Grade: 7
Salary: £34,804 to £40,322 per annum (pro-rata)
Department: School of Media, Communication & Sociology
Hours/Contract: Part-time (0.6 fte) fixed term contract for 2 years
Reference: 2142

Role Purpose
Undertake teaching, research and administrative duties in line with the School's learning and teaching, and research strategies.

Main Duties and Responsibilities

Teaching
- Provide development and delivery of media and communication curriculum for students across UG and PGT programmes
- Develop and deliver highly effective learning and teaching (lectures, seminars, tutorials, assessments, including online delivery methods). To set exam papers/assignment questions, and carry out marking and invigilation duties
- Deliver highly effective supervision and support to students e.g. for projects, dissertations etc.
- To cooperate with colleagues in the review and development of the curriculum, leadership on modules
- Contribute to the internationalisation of the curriculum, especially at module level
- If not already obtained, seek external recognition of teaching excellence e.g. HEA
- Contribute to quality assurance and enhancement at School or college level
- Contribute to the development of colleagues and academic management systems
- Provide pastoral care for students and carry out other related academic duties

Administration
- To undertake such specific School roles and management functions as may be reasonably required by the Head of School
- To attend meetings and to participate in other committees and working groups within the School, the College, and the University
- To engage in continuing professional development
- To contribute to student recruitment and retention activities in the School and College

Internal and External Relationships
- Colleagues: Discussion of potential solutions to the integration of DL and CB postgraduate programmes. The provision of informal advice on issues relating to students and teaching
- Colleagues: Discussion of research and related issues and support for research and development
- Administration: Contribute to discussions on the development of administrative processes
- Head of School: Discussions concerning integration, students and other administrative issues
- Committee Member: Discussions concerning the provision of the degree course, teaching practice or research techniques
## Job Summary

### Planning and Organising

- Long-term planning/organisation of work in delivery of varied aspects of the job specification
- Seek guidance from Teaching mentors, administrative support staff and other academic colleagues as required

### Qualifications, Knowledge and Experience

#### Essential
- Relevant PhD*
- Experience in delivery of teaching to undergraduates and postgraduates*
- Experience of teaching Journalism (with particular specialism in digital or social media journalism)
- Contribution to design of modules, course and curriculums and experience of delivering innovative research informed teaching
- Academic Teaching Qualification as defined by HESA or commitment to gain the appropriate category of HEA Fellowship within a reasonable timeframe

#### Desirable
- Experience developing media and communication curriculum
- Experience or demonstrated understanding of teaching and supervision at postgraduate level

### Skills, Abilities and Competencies

#### Essential
- Ability to carry out scholarly or pedagogic research to support the curriculum
- Ability to network and collaborate at a national level
- Ability to review, evaluate and develop the key skills of students
- Ability to assist other teaching staff with examinations and the development of new methods of delivery
- Ability to develop resource materials to enhance teaching quality
- Ability to prioritize tasks within agreed work schedules
- Ability to teach classes using a comprehensive range of delivery methods including lectures, seminars, tutoring
- High level of proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students

#### Desirable
- Ability to identify and secure placement or internship opportunities for students
- Ability to provide support to students via Blackboard
- Ability to teach classes using distance learning
- Experience of Journalism production

*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.