Job Title: Teaching Fellow in Media Practice  
Grade: 7  
Salary: £34,804 to £40,322 per annum  
Department: School of Media, Communication & Sociology  
Hours/Contract: Full time, permanent  
Reference: 2053

Role Purpose
The main priority of the role is teaching, marking and supporting students through their studies by providing feedback and personal tutoring, specifically in the area of digital creation and production, photography, image editing (stills and video), audio editing and TV and radio journalism. This role will suit someone with experience in Media Practice and Journalism with an enthusiasm for teaching students production skills.

Main Duties and Responsibilities

Teaching

- Undertake teaching and other activities supporting the work of the School and aid the development and enhancement of internal and external reputations.
- 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 tests; providing pastoral support to students) required to sustain the delivery of high-quality teaching, both campus based and distance learning.
- Be available for consultation on campus and, where appropriate, by email and distance learning discussion boards, and during specified office hours.
- Seek student feedback on teaching, through questionnaires and other means, and respond constructively to such feedback, and advice from peers.
- 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.
- Set and mark coursework and advise students on their progress.
- Plan and review own approach to teaching.
- Working with programme directors and module leaders, contribute generally to the development of teaching and teaching methods in the School.
- Contribute to curriculum development if called upon to do so.
- 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.
- Maintain up to date knowledge of IT developments in the field of video, audio and still photography production to inform future investments in hardware and software.

Administration
### Job Summary

- 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 and if necessary to work toward attaining a PhD.
- To contribute to student recruitment and retention activities in the School and College

### Internal and External Relationships

- Teaching colleagues within the School
- Working with the Media Lab Technician
- Working with the university’s Creative Services team

### Planning and Organising

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

### Qualifications, Knowledge and Experience

#### Essential

- Have or be working towards a teaching qualification (e.g. PGCAP, Associate Member of the HE Academy)*
- Professional and Broadcast experience of working in several aspects of video and media production such as location camera work, lighting, sound, directing and editing*
- Proficient in the use of Adobe software tools, e.g. Premiere, Photoshop, Creative Cloud etc.
- Experience of TV and radio studio production*

#### Desirable

- Masters or the equivalent in professional qualifications and experience*
- Commitment to work towards attaining a PhD or the equivalent in professional qualifications and experience
- Proven competency in design and delivery of high quality teaching both campus based and distance learning.
- Experience of using video materials in learning.
- Experience of teaching studio production.
- Experience of Journalism production.

### Skills, Abilities and Competencies

#### Essential

- Excellent creativity in visual media
- Excellent technical skills and experience in production, including camera work, lighting, sound and editing
- Ability to communicate complex information clearly, and to encourage commitment to learn in others.
- Ability to design and deliver course materials.
Job Summary

- 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.
- 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

- The ability to use a virtual learning environment for administrative purposes and to communicate with students, and teaching colleagues.
- Ability to work with students from diverse educational, cultural and occupational backgrounds.
- Organisational ability

*Criteria to be used in shortlisting candidates for interview*

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.