



Job Title: Teaching Fellow

Grade: 7

Salary: £34,189 to £39,609 per annum (pro-rata)

Department: School of Business

Hours/Contract: Part time (0.5 fte) fixed term contract for 12 months

Job Reference: 470

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>Teaching</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"> 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% Be available for consultation on campus and, where appropriate, by email and distance learning discussion boards, and during appropriately specified office hours. Short (typically one week) periods of overseas travel in order to deliver duties including teaching, supervision and pastoral support to distance learning students 10% Ensure that student feedback on teaching is sought, through questionnaires and other means, and respond constructively to such feedback, and advice from peers. 5% 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% Set and mark coursework and advise students on their progress. 15% Plan and review own approach to teaching. 10% Take responsibility for design and quality of modules, and contribute generally to the development of teaching and teaching methods in the department. Contribute to curriculum development if called upon to do so. 5% 	





<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • Planning for teaching, assessment, feedback and student support as appropriate to the assigned modules. 	
Qualifications, Knowledge and Experience	
<p>Essential</p> <ul style="list-style-type: none"> • 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)* <p>Desirable</p> <ul style="list-style-type: none"> • Proven competency in design and delivery of high quality teaching both campus based and distance learning. 	
Skills, Abilities and Competencies	
<p>Essential</p> <ul style="list-style-type: none"> • 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. 	





- 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.

