JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Fellow</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Centre for the Development of Academic Skills (CeDAS)</td>
</tr>
<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>7</td>
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<tr>
<td>Accountable to:</td>
<td>Senior Teaching Fellow</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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</tbody>
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Purpose of the Post

This is a teaching and learning development role within CeDAS. The role holder is expected to engage with developments in the relevant field/s to ensure that s/he remains up-to-date with best practice. S/he is also expected to engage with the full range of teaching and associated activities to ensure the delivery of high-quality activities across the departmental portfolio. The role holder will be expected to demonstrate evidence of incorporating such best practice in their teaching and day-to-day practice as a whole. There is no requirement to publish research although scholarly activity is encouraged.

Key Tasks

Main Contacts

Main contacts are students, other members of staff within the department and College, relevant staff in other institutions and, where relevant (see 3), professional contacts.

Duties and Responsibilities of the Post

1. **Teaching, Learning and Scholarship**

   1.1 Deliver a range of teaching and learning activities across the academic portfolio of the department and as agreed with the Head of CeDAS, including, where appropriate, delivery by distance or other forms of flexible or off-campus learning.

   1.2 Actively contribute to departmental curriculum design activity and teaching quality enhancement activities.

   1.3 Supervise pre-Masters and other student projects as appropriate.

   1.4 Provide learning support and pastoral care, advice and support to students by undertaking amongst other things, the role of Personal Adviser.

   1.5 Engage in teaching-related initiatives inside and outside the institution, including if appropriate to the role, the conduct and application of pedagogic scholarship.
1.6 Engage with up-to-date literature or expertise in their professional field, as relevant to their teaching responsibilities.
1.7 Engage in Continuing Professional Development within or outside the College and be familiar with recent developments in curriculum, assessment and pedagogy in the relevant field.
1.8 Demonstrate a successful incorporation of best practice within teaching and learning activities as part of an integrated approach to day-to-day practice.
1.9 Develop a commitment to appropriate professional values in facilitating others’ learning within higher education.

2. **Administration**

   2.1 Act as course or programme convenor as required.
   2.2 Undertake related administrative functions, including marking and invigilation, as required.
   2.3 Undertake other ad-hoc assignments as required.

3. **Wider Activities**

   3.1 Attend departmental, Faculty and College committees and working groups as required.
   3.2 Foster dynamic approaches to teaching and learning through involvement in external professional settings and/or in the wider context of higher education.

4. **Other responsibilities**

   4.1 Any additional duties, as required by the Head of CeDAS or the line manager, consistent with the status and grading of the post.

The above list of duties may be adjusted in the light of the expertise of the appointed candidate.

### Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.