JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Teaching Fellow</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Computer Science</td>
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<tr>
<td>Grade:</td>
<td>8</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Department</td>
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**Purpose of the Post**

This is a senior teaching role. The role holder is expected to engage with developments in the discipline to ensure that he/she remains up to date with best practice. The role holder will be expected to demonstrate evidence of incorporating such best practice in their subject courses/programmes and in curriculum design and development. There is no research requirement.

**Key Tasks**

The key objectives and principal accountabilities for a Senior Teaching Fellow are as follows:
1. To design and deliver high quality teaching programmes.
2. To play a significant role in departmental and College activities including departmental administrative duties as required.

**Main Contacts**

Main contacts are students, other members of staff within the Department or College, academics or professionals of similar standing in the field in other institutions, companies or organisations.

**Duties and Responsibilities of the Post**

1. Teaching, Learning and Scholarship
   1.1. Deliver a range of undergraduate and postgraduate courses as agreed with the Head of Department.
   1.2. Undertake curriculum and/or course design and development using innovative approaches for learning, teaching and assessment techniques across the subject area and discipline.
   1.3. Integrate best practice in teaching across the department to include embracing new technologies as they develop and applying these to the development and use of teaching materials as appropriate.
   1.4. Build links across subject areas and disciplines to foster multi-disciplinary approaches where possible.
   1.5. Participate in departmental curriculum design activity and teaching quality enhancement activities.
   1.6. Assist in the training/updating of colleagues on teaching techniques and current practice as required.
1.7. Supervise undergraduate dissertations.

1.8. Provide pastoral care, advice and support by undertaking the role of Personal Tutor.

Administration

2.1. Undertake and oversee a range of administrative tasks to support the above duties.
2.2. Attend departmental and College committees and undertake related administrative functions, including examining, as required.
2.3. Undertake the role of Programme Director of similar as agreed with the Head of Department.
2.4. Take part in selection panels for undergraduate or postgraduate students as required.
2.5. Undertake other ad hoc assignments as required.

3. Third Stream Activities

3.1. Undertake any third stream income activities as are consistent with other aspects of the role.
4. Undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post.

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.