**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Educational Development Advisor</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Educational Development</td>
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<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>Head of Educational Development</td>
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<tr>
<td>Accountable for:</td>
<td>None</td>
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**Purpose of the Post**

The Educational Development Team provides strategic leadership, guidance and support in all aspects of teaching and learning in the College, and in the professional development of research students, including support with their academic writing at Doctoral level.

The team runs Higher Education Academy (HEA) accredited initial teacher education programmes (CAPITAL and inSTIL) and continuing professional development (TALENT), further professional development activities for teachers and research students, and a variety of other teaching and learning events across the College.

The post holder will primarily work with the Educational Development team members (Head, Educational Development Officers, and E-learning Team) by leading on key aspects of teaching, learning and assessment both in initial teacher education programmes, CPD, and stand-alone workshops, as well as through one-to-one support sessions. They will also support and develop the academic writing of Royal Holloway Doctoral students through workshops and one-to-one support sessions.

**Key Tasks**

- Provide support to research students in the development of their academic writing skills, which includes setting up and designing workshops and one-to-one support.
- Convene and develop sessions on aspects of teaching, learning and assessment, either as part of the HEA-accredited programmes, or as stand-alone workshops for colleagues across College or in individual Departments.
- Carry out teaching observations and provide developmental feedback to participants on our HEA-accredited programmes.
- Provide guidance and formative feedback on, and subsequently evaluate, written work submitted by participants on the HEA-accredited programmes.
- Contribute to the running of teaching excellence recognition schemes.
- Contribute to and update resources for the professional development of teaching staff and research students.
- Keep up-to-date with pedagogic research findings, to ensure that the training and support for teaching staff and research students is relevant.
- Co-run the EDC Twitter account/the web-based Teaching and Learning Space.
- Through these activities, contribute to the implementation of the College’s Teaching and Learning Strategy.

**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.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:
- Colleagues within the Educational Development Team
- Colleagues within Academic Departments
- Research students