# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Fellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>School of Law</td>
</tr>
<tr>
<td>Job type</td>
<td>Teaching Fellow</td>
</tr>
<tr>
<td>Grade:</td>
<td>8</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Head of School of Law</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>Teaching and administration duties in the School of Law</td>
</tr>
</tbody>
</table>

## Purpose of the Post

This is a 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 key objectives and principal accountabilities for a Teaching Fellow are as follows:

1. To deliver high quality teaching programmes;
2. To play a significant role in departmental and College activities including departmental administrative duties as required.

## Key Tasks

1. **Teaching, Learning and Scholarship**
   a. Teach undergraduate and postgraduate courses as agreed with the Head of School.
   b. Participate in departmental curriculum design activity and teaching quality enhancement activities.
   c. Supervise dissertations.
   d. Provide pastoral care, advice and support by undertaking the role of Personal and Academic Tutor.

2. **Administration and management**
   a. Attend departmental and College committees and undertake related administrative functions, including examining, as required.
   b. Support School of Law work or projects as required delivering on departmental and College strategic aims.
   c. Undertake other ad hoc assignments as required.
3. **Third Stream Activities**  
   a. Undertake any third stream income activities as are consistent with other aspects of the role.

---

**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:
- Students;
- Other members of staff within the School and College;
- Academics of similar standing in the field in other institutions.