# JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Teaching Fellow</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Music</td>
</tr>
<tr>
<td><strong>Grade:</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>Accountable to:</strong></td>
<td>Head of Department</td>
</tr>
<tr>
<td><strong>Accountable for:</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Purpose of the Post

This job description should be read in conjunction with the Terms of Appointment for a Teaching Fellow.

### Main Purpose

This is a teaching and administrative 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. There is no research requirement.

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

1. To deliver high quality teaching programmes, especially in the areas of music theory, music history, and popular music.
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 and College, academics of similar standing in the field in other institutions.

### Key Tasks

#### Duties and Responsibilities of the Post

1. Teaching, Learning and Scholarship
   
   1.1. Teach undergraduate and postgraduate courses in music as agreed with the Head of Department.
1.2. Participate in departmental curriculum design activity and teaching quality enhancement activities

1.3. Supervise undergraduate and Masters dissertations and/or assess student performances/compositions.

2. Administration

2.1. Attend departmental and College committees and undertake related administrative functions, including examining, as required.

2.2. 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. Departmental Requirements

To take responsibility for the running of courses as required by the course specifications.

5. 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.