# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Fellow</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Politics &amp; International Relations</td>
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<td>Grade:</td>
<td>8</td>
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<td>Accountable to:</td>
<td>Head of School of Politics, International Relations and Philosophy</td>
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## Purpose of the Post

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

### Main Purpose

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. 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.
2. To play a significant role in departmental and College activities including departmental administrative duties as required.

## Key Tasks

### 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.

### Duties and Responsibilities of the Post

1. **Teaching, Learning and Scholarship**
   1.1. Teach undergraduate and postgraduate courses 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 MA dissertations.
   1.4. Provide pastoral care, advice and support by undertaking the role of Personal and Academic Tutor.
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

This two-year post will provide teaching support in the areas of political theory and political philosophy. It is expected in the first year that the post holder will contribute to two of three core undergraduate courses – Classic Texts/Introduction to Political Philosophy, Modern Political Thought, and Contemporary Political Theory – and to teaching on the MA Philosophy programme that includes a pathway in Political Philosophy. In the second year it is expected that there will be teaching needs in European political theory at undergraduate and/or MA level. The post holder will also be involved in undergraduate and MA dissertation supervision, essay and exam marking, and administration of courses. Undergraduate teaching will include lectures and teaching seminar groups.

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.