

JOB DESCRIPTION

Job Title:	Teaching Fellow in Politics (Research Methods)
Department / Unit:	Politics and International Relations
Grade:	RHUL 8
Accountable to:	Head of School
Purpose of the Post	
<p>Teaching fellows are expected to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of their teaching. They will also participate in departmental administration as requested by the Head of Department.</p> <p>The key objectives and principal accountabilities for a teaching fellow are as follows:</p> <ol style="list-style-type: none"> 1. To design and deliver high quality teaching programmes including distance learning delivery. 2. To play a significant role in departmental and College activities including departmental administrative duties as required. 3. To play a role in external engagement and impact by contributing to the quality of life and/or the economy through application of subject expertise and knowledge in practice (i.e. commerce, public institutions, industry, third sector). 	
Key Tasks	
<u>Duties and Responsibilities of the Post</u>	
<p><u>Teaching, Learning and Student Support</u></p> <ol style="list-style-type: none"> 1.1 Deliver high quality teaching across a range of programmes/ modules to all levels of student through lectures, tutorials, practical's and seminars. This may include distance learning theory and delivery. 1.2 Design and deliver sound and where appropriate innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate. Develop the ability of students to engage in critical discourse, articulate self-expression and reasoned argument. 1.3 Plan and deliver high quality teaching using a range of techniques to inspire and engage students. 1.4 Identify learning needs of students and define appropriate learning objectives. 1.5 Design and develop own teaching materials, with guidance if required. 1.6 Supervise the work of students, including field trips / placements where appropriate. 	

- 1.7 Undertake and complete administrative duties required in the professional delivery of teaching.
- 1.8 Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- 1.9 Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 1.10 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

Leadership, Enhancement, External Engagement and Impact

- 2.1 Attend and contribute to departmental and College meetings.
- 2.2 Assist with undergraduate and postgraduate recruitment.
- 2.3 Participate in department or College working groups or Committees, as required.
- 2.4 Engage in departmental activities such as attendance at open days or departmental UCAS days.
- 2.5 Advise and provide support to less experienced colleagues.
- 2.6 Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- 2.7 To participate in external networks, for example to identify sources of funding, contribute to student recruitment, be active in learned societies and or professional bodies, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

Departmental Requirements

- 4.1 To contribute to the development of the Politics and International Relations degrees at undergraduate and postgraduate levels.
- 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.

Internal and external relationships

Main contacts are students, other members of academic and administrative staff within the department and College and academics in the field in other institutions.