



JOB DESCRIPTION

Job Title:	Senior Fellow in History, Heritage, and Media
Department / Unit:	Department of History
Grade:	RHUL 8
Accountable to:	Head of Department
Purpose of the Post	
<p>This post combines administration (80%) and teaching (20%). Workload is calculated annually so could fluctuate from 80/20.</p> <p>The holder will play a key role in developing digital resources, innovative pedagogies and other public engagement initiatives in the Department of History. Where teaching is concerned, the holder will lead on courses that develop digital and communication skills at undergraduate and postgraduate level and contribute to other courses relevant to their skills and expertise as needed.</p> <p>The key objectives and principal accountabilities are as follows:</p> <ol style="list-style-type: none"> 1. To play a significant role in the development of digital resources and integrating digital skills and assessment into the departmental teaching offer, and to support academic colleagues in their work in this area. 2. To devise and provide para-curricular digital training sessions 3. To design and deliver high quality distance learning courses including the existing history e-degree 4. To play a leadership role in digital- and web-based activity including maintenance and development of the department website and social media. 5. To introduce and develop public engagement initiatives across the existing UG and PG curriculum 6. To play a role in external engagement and impact, helping the Department to maintain and develop relationships with schools and other stakeholders regionally and nationally. 7. To contribute to departmental administrative duties as requested by the Head of Department 	
Key Tasks	
<p><u>Teaching, Learning and Student Support</u></p> <ol style="list-style-type: none"> 2.1. Plan and deliver high quality distant learning courses 2.2. Design and deliver innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate. 2.3. Supervise the work of students, including field trips / placements where appropriate. 2.4. Undertake and complete administrative duties required in the professional delivery of teaching. 	

- 2.5. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- 2.6. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 2.7. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- 2.8. Organise internships and other opportunities for students to gain employment related experience and skills.

Administration

- 3.1. To organise and direct collaborative efforts of colleagues, with special responsibility for externally facing initiatives, such as partnerships with schools, Admissions and Recruitment.
- 3.2. To play a central role in developing, and to oversee the administration of, continuing professional development programmes and short courses in History.
- 3.3. To play a key role in the design and maintenance of the History Department website.
- 3.4. To design and develop teaching materials, and support colleagues in the integration of digital pedagogies.

Leadership, Enhancement, External Engagement and Impact

- 4.1. Attend and contribute to departmental and College meetings.
- 4.2. Assist with undergraduate and postgraduate recruitment.
- 4.3. Participate in department or College working groups or Committees, as required.
- 4.4. Engage in departmental activities such as attendance at open days or departmental UCAS days.
- 4.5. Advise and provide support to less experienced colleagues.
- 4.6. Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- 4.7. To participate in external networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate outreach work, support grant and consultancy projects, and build relationships for future activities.
- 4.8. 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.