### JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Teaching Fellow (Sciences)</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Centre for the Development of Academic Skills (CeDAS)</td>
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<td><strong>Job type</strong></td>
<td>Professional Services</td>
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<td><strong>Grade:</strong></td>
<td>8</td>
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<tr>
<td><strong>Accountable to:</strong></td>
<td>FY Programme Director</td>
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<tr>
<td><strong>Accountable for:</strong></td>
<td>N/A</td>
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</tbody>
</table>

**Purpose of the Post**

Royal Holloway is establishing an Integrated Foundation Year (commencing Sept 2019) consisting of two core strands for students wishing to study on degrees in either the Humanities or Sciences. The Foundation Year aims to prepare those students who have missed out on direct entry, don't have the right combination of subjects or are coming back to education after a long break to study confidently on their desired programmes and achieve their full academic potential. The programme is run by the Centre for the Development of Academic Skills (CeDAS) but carefully integrates the students into their departments and makes use of a combination of highly-qualified specialist staff who aid the students’ transition into university-level study, alongside some of our world-leading academic experts.

The post holders will be expected to deliver innovative, student-centred, inclusive, highly supportive / scaffolded teaching on the academic units (depending upon their expertise) in the Sciences strand and engage with developments in the discipline(s) and field to ensure that he/she remains up to date with key developments and best practice.

**Key Tasks**

Deliver, assess and give feedback to students on high quality level 3 academic units in at least two of the following areas:

- Mathematics
- Physical science and scientific concepts
- Programming (especially Python)

Curriculum development may also be required as part of the drive for continuous improvement of teaching within the school/department.

Develop and deliver effective, innovative learning environments, assessments and approaches to Foundation Year teaching, student support and guidance underpinned by a commitment to inclusion and transition pedagogies.
Develop and deliver innovative ways of integrating academic skills development opportunities into core subject teaching and in a way which builds student confidence and preparedness for level 4 undergraduate study.

Engage with up to date literature or expertise in their professional field, as relevant to their teaching responsibilities.

Provide pastoral care, advice and support in conjunction with both the Programme Leader and Programme Director.

Monitor and record attendance.

Attend departmental meetings, committees and working groups as required. Undertake related administrative functions, including examining.

**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.