JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Fellow in Drama &amp; Theatre</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Drama, Theatre &amp; Dance</td>
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<tr>
<td>Job type</td>
<td>Academic</td>
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<tr>
<td>Grade:</td>
<td>RHUL 8</td>
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<td>Accountable to:</td>
<td>Head of Dept - Drama, Theatre &amp; Dance</td>
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**Purpose of the Post**

This is a temporary fixed term contract for 6 months at 0.5 FTE.

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**

The key objectives and principal accountabilities for a teaching fellow are:

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 postgraduate taught dissertations.
   1.4. Provide pastoral care, advice and support by undertaking the role of Personal and Academic Tutor.
   1.5. Develop online teaching provision, particularly for practical courses.

2. **Departmental requirements**
   2.1. To teach at all three undergraduate years, across the portfolio of courses in the Department of Drama, Theatre and Dance.
   2.2. Attend Departmental Staff meetings
   2.3. Sit on the Teaching and Learning Committee
   2.4. Take responsibility for or assist with some of the following admin roles: Visiting Students / Careers / Summer Term activities and Admissions
3. **Administration**
   3.1. Attend departmental and College committees and undertake related administrative functions, including examining, as required.
   3.2. Undertake other ad hoc assignments as required.

### 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

The following list is not exhaustive but the post holder will be required to liaise with:

Students, other members of academic and administrative staff within the department and College.