

JOB DESCRIPTION

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| Job Title: | Teaching Fellow |
| Department / Unit: | Department of Music |
| Job type | Professional Services |
| Grade: | RHUL 7 |
| Accountable to: | Head of Department |
| Accountable for: | n/a |
| Purpose of the Post | |
| <p>To teach and supervise at undergraduate and postgraduate level. The role holder is expected to engage with developments in the discipline to ensure that they remain up to date with best practice.</p> <p>The key objectives and principal accountabilities for a Teaching Fellow are as follows:</p> <ul style="list-style-type: none"> • To deliver high quality teaching programmes, assessment, and teaching support on undergraduate and postgraduate programmes. • To play a significant role in departmental and College activities including departmental administrative duties as required. | |
| Key Tasks | |
| <p>Teaching</p> <ul style="list-style-type: none"> • To teach undergraduate and postgraduate courses as agreed with the Head of Department. • To participate in departmental curriculum design activity and teaching quality enhancement activities. • To plan, lecture, tutor and assist students in tutorials, workshops and laboratory classes as appropriate. • To lead on projects or activities as required e.g. field trips. • To contribute to course organisation and examinations as required. • To supervise dissertations. • To undertake the role of Personal Tutor. | |
| <p>Administration and Management</p> <ul style="list-style-type: none"> • Attend departmental and College committees and undertake related administrative functions, including examining, as required. • Support the department's work or projects as required delivering on departmental and College strategic aims. | |

- To be responsible for continuing own professional development in keeping up to date with developments in subject area, teaching methods and techniques.
- Undertake other ad hoc assignments as required.

Third Stream Activities

- To undertake any third stream income activities as are consistent with other aspects of the role.

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 staff within the department and College;
- Academics of similar standing in the field in other institutions.