



JOB DESCRIPTION

Job Title:	Teaching Fellow
Department / Unit:	Centre for the Development of Academic Skills (CeDAS)
Job type	Fixed term, 10 months
Grade:	RHUL 8
Accountable to:	FY Programme Director
Accountable for:	N/A
Purpose of the Post	
<p>Royal Holloway has an established Integrated Foundation Year 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.</p> <p>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.</p>	
Key Tasks	
<p>Deliver, assess and give feedback to students on high quality level 3 academic units in at least two of the following areas:</p> <ul style="list-style-type: none"> - Physical science and scientific concepts - Programming (especially Python) <p>Post holders will also be expected to contribute to the delivery of the core, interdisciplinary Global Perspectives and Academic Practice units (depending upon their expertise and on the appropriate strand).</p> <p>Curriculum and materials development as part of the drive for continuous improvement of teaching within the school/department, particularly in response to student feedback and in accordance with the College's Flexible Education offering.</p>	

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 (either online or face-to-face).
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 via personal tutorials and office hours, either face-to-face or online.
Monitor and record attendance.
Engage in Continuing Professional Development within or outside the College (such as undertaking the College's InSTIL or CAPITAL programmes leading to Fellowship of the Higher Education Academy) and be familiar with recent developments in curriculum, assessment and pedagogy in their academic field.
Attend departmental meetings, committees and working groups as required. Undertake related administrative functions, including examining.
Other Duties
<p>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.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
Internal and external relationships
The following list is not exhaustive but the post holder will be required to liaise with: Students and other members of staff within the Centre and the College.

PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate

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Department/School: CeDAS

	Essential	Desirable	Tested by Application form, Interview, Test
Knowledge, Education, Qualifications and Training			
Educated to Master's / higher degree level (or equivalent) in a relevant subject.	X		Application form
Educated to PhD level in relevant field		X	Application form
A recognised teaching qualification/training in either FE or HE teaching or evidence of working towards such a qualification		X	Application form
Skills and/or Abilities			
Ability to communicate complex concepts and ideas in an understandable, empathetic, dynamic and flexible way	X		Application Form/Interview
Ability to think on one's feet and adapt delivery in response to student needs, prior knowledge / educational experiences and varied learning preferences	X		Application Form/Interview
Ability to use a range of media including computer software such as Powerpoint, Mentimeter and virtual learning environments to facilitate learning	X		Application Form/Interview
Ability to motivate and inspire students to engage in academic study and fulfil their academic potential	X		Application Form/Interview
Strong commitment to enabling students from a diverse range of backgrounds, educational experiences and attainment levels to flourish	X		Application Form/Interview
To work collaboratively and independently as required	X		Application Form/Interview

Approachability and an empathy with students from a diverse range of backgrounds	X		Application Form/Interview
To provide academic and pastoral support to students, prioritising student engagement, attainment and retention	X		Application Form/Interview
Contribute to the enhancement of the programme via peer review and critique		X	Application Form/Interview
Ability to undertake some administrative tasks		X	Application Form/Interview
Experience			
Experience or knowledge of level 3 teaching (e.g. A Level and BTEC syllabi and teaching methods)		X	Application Form/Interview
Experience of high-quality teaching at undergraduate level		X	Application Form/Interview
Experience of managing own teaching and administrative activities	X		Application Form/Interview
Experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	X		Application Form/Interview
Other requirements			
A commitment to continuous personal development.		X	Application Form/Interview