



JOB DESCRIPTION

Job Title:	Teaching Fellow
Department / Unit:	Department of Computer Science
Job type	
Grade:	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 and tutoring</p> <ul style="list-style-type: none"> • Coordinate, or assist in the coordination of, laboratory-based teaching in the Department, which includes: <ul style="list-style-type: none"> • Liaising with the module convenors in relation to preparing the required laboratory sessions. • Recruiting teaching assistants, assigning them to laboratory sessions, and supervising their delivery. • Liaising with the CIM IT Team to ensure that required software is installed. • Deliver laboratory-based teaching, including marking and returning feedback to students. • Contribute to teaching, assessment, and supervision of student projects as agreed with the Head of Department. 	
<p>Software development</p> <ul style="list-style-type: none"> • Contribute to the development of software applications that support laboratory-based teaching or departmental administration. 	

- Contribute to wider software-development activities in which the Department is involved.

Outreach

- Contribute to departmental outreach activities, including Open Days, Applicant Visit Days, Taster Days, and participation in festivals.

Administration and Management

- 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.

Scholarship

- Time over the year will be allowed for the role holder to engage with scholarship in the discipline to inform teaching and ensure that the role holder remains up to date. Some engagement in research and dissemination in formats consonant with the departmental research strategy may be undertaken, as agreed with the Head of Department.

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.