

## JOB DESCRIPTION

|  |                        |
|--|------------------------|
| <b>Job Title:</b>  | Senior Teaching Fellow |
| <b>Department / Unit:</b>  | Social Work            |
| <b>Job type</b>  | Professional Services  |
| <b>Grade:</b>  | 8                      |
| <b>Accountable to:</b>   | Head of Department     |
| <b>Accountable for:</b>  |                        |
| <b>Purpose of the Post</b>   |                        |
| <p>The role holder is expected to engage with developments in the discipline to ensure that they remain up to date with best practice. They are also expected to engage fully with relevant research literature and with the department, including an understanding of its research agenda, to ensure the delivery of up to date teaching based on current material.</p> <p>The key objectives and principal accountabilities for a Senior Teaching Fellow are as follows:</p> <ul style="list-style-type: none"> <li>• Deliver, assess and give feedback to students on high quality undergraduate and postgraduate courses, including, where appropriate, delivery by distance or other forms of flexible or off-campus learning, including residential/field courses.</li> <li>• Curriculum development as part of the drive for continuous improvement of teaching within the school/department.</li> </ul>  |                        |
| <b>Key Tasks</b>   |                        |
| <p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Teach undergraduate and postgraduate courses as agreed with the Head of Department.</li> <li>• Play a lead role in school/departmental curriculum design and teaching quality enhancement activities.</li> <li>• Challenge students' thinking and foster debates to develop the ability of students to engage in critical discourse and rational thinking.</li> <li>• Plan, lecture, tutor and assist students in tutorials, workshops and laboratory classes as appropriate.</li> <li>• Lead on projects or activities as required e.g. field trips.</li> <li>• Lead on course organisation as required.</li> <li>• Design and implement assessment methods of students, examinations and course work and providing feedback. Mark own course work and second-mark the courses of others.</li> <li>• Supervise final year undergraduate projects, dissertations and other assigned project work.</li> </ul> |                        |

- Provide pastoral care, advice and support by undertaking the roles of Personal Advisor and Academic Coordinator.

#### **Administration and Management**

- Attend departmental, school and College meetings, committees and working groups as required.
- To contribute to the induction and instruction of colleagues, demonstrators and students at the start of the academic year and as required.
- To supervise visiting teachers or lecturers or support staff as required.
- Develop effective learning environments and approaches to student support and guidance.
- Engage with up to date literature or expertise in their professional field, as relevant to their teaching responsibilities.
- Organise and run Applicant Visitor Day (AVD) activities.
- Undertake related administrative functions, including examining. Act as a unit or programme convenor.
- Play a lead role in the department's placement management activity liaising with placement providers, attending College/ External related meetings.
- Engage in Continuing Professional Development within or outside the college and be familiar with recent developments in curriculum, assessment and pedagogy in their academic field.
- Undergo continued personal professional development such as gaining Fellowship of the Higher Education Academy.
- Undertake any third stream income activities as are consistent with other aspects of the role.
- Undergo continued personal professional development such as gaining Fellowship of the Higher Education Academy.

#### **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 their 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 school/department and College, academics in other institutions and, where relevant, industrial or professional contacts