



JOB DESCRIPTION

Job Title:	Teaching Fellow (Sciences background)
Department / Unit:	Integrated Foundation Year
Job type	Teaching Fellow
Grade:	RHUL 8
Accountable to:	Head of the Integrated Foundation Year
Accountable for:	Teaching, scholarship, management, and administration duties on the Integrated Foundation Year
Purpose of the Post	
<p>The post-holder will develop a diverse range of students through a holistic, coherent curriculum that delivers knowledge, understanding and skills in a fully integrated way. Aligned with Royal Holloway's emphasis on widening access, the IFY programme supports students from under-represented backgrounds and those often overlooked in traditional higher education. It bridges the gap between A Level or other Level 3 achievements and standard admission to Royal Holloway University. The overarching principles of the IFY prioritise many of the university's policies, strategic plans, and practices, ensuring equity, diversity, and inclusion in higher education.</p> <p>The post holders will have a Sciences background and be expected to deliver innovative, student-centred, inclusive, highly supportive / scaffolded teaching on the Sciences strand of the programme 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> <p>Teaching Fellows teach and supervise at the foundation/undergraduate level, taking full responsibility for the design, management, and delivery of their teaching. They will also participate in programme administration as requested by the Head of the Integrated Foundation Year. In addition, Teaching Fellows undertake scholarship to develop their subjects and ensure currency in their teaching in line with the education strategy of Royal Holloway University. They will positively contribute to the Integrated Foundation Year's education environment.</p>	
Key Objectives and Accountabilities	
<ol style="list-style-type: none"> 1. To demonstrate and promote a high level of pedagogic or disciplinary scholarship commensurate with the strategy and reputation of the Integrated Foundation Year and the College. 	

2. To undertake teaching initiatives and other development work around teaching, learning and assessment.
3. To play a significant role in Programme, School, and College activities, including departmental administrative duties as required.
4. To play a role in external engagement and impact by contributing to professional bodies, learned societies, College partnerships, opportunities for student placement and employment, and other relevant institutions and groups, as appropriate.

Key Tasks

1. Education

- a. Develop and implement teaching and assessment strategies, activities and materials which are inclusive and appropriate to the student population. This may include delivery by distance learning.
- b. Design and deliver high quality and, where appropriate, innovative approaches to teaching and the student learning experience, which develop the ability of students to engage in critical discourse, articulate self-expression and reasoned argument.
- c. Ensure the design and delivery of teaching meets the needs of students, working with others to identify future training needs.
- d. Act as a personal/academic and/or advisor/tutor, ensuring appropriate support and advice is provided. Supervise the work of students, including field trips/placements where appropriate.
- e. Undertake administrative duties required in the professional delivery of teaching.
- f. Undertake activities supporting teaching delivery (e.g. fieldtrips/placements) as well as contributing to other areas of teaching as directed by the Head of the Integrated Foundation Year, as required.
- g. Engage with up-to-date literature and expertise in their professional field.
- h. Engage in teaching initiatives and in continuous professional development both within and/or external to the University.
- i. Develop and engage with professional values linked to respect for diverse learners, widening access, evidence-based approaches and the broader context of higher education.

1. Leadership, Enhancement, External Engagement, and Impact

- a. Attend and contribute to programme, School and University level meetings.
- b. Participate in student recruitment, where required.
- c. As required, take on roles related to teaching management on the programme and participate in programme, School and University level working groups or Committees.
- d. Advise and provide support to less experienced colleagues.
- e. Build internal contacts and participate in internal networks across the University for information, knowledge exchange, and collaboration.
- f. Participate in external networks, for example to contribute to student recruitment; engage in learned societies and/or professional bodies; undertake external examining; secure student placements; market the institution; facilitate outreach work; obtain consultancy projects; or build relationships for future activities.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The postholder will be expected to undertake other duties as appropriate and as requested by their manager.

The postholder 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 postholder will be required to liaise with:

- Colleagues contributing to IFY programmes;
- Other members of staff across the University including Vice Deans of Education and Student Experience and Equality, Diversity and Inclusion, Heads of Department, Professional Services Teams.
- Academics of similar standing in the field in other institutions.