# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Fellow</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Psychology</td>
</tr>
<tr>
<td>Job type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 8</td>
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<tr>
<td>Accountable to:</td>
<td>Deputy HoD Education &amp; Teaching</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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</tbody>
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## Purpose of the Post

This is a teaching role, with no formal research requirements, although applicants with active research interests are encouraged to apply and pedagogic research is encouraged and supported within this post.

The key objectives and principal accountabilities are as follows:

1. To deliver high quality teaching, assessment, supervision, and teaching support on undergraduate and postgraduate programmes
2. To play a significant role in departmental, School and University activities including departmental administrative duties as required.

## Key Tasks

1. **Teaching, Learning and Scholarship**
   1.1. Teach undergraduate and postgraduate courses as agreed with the Head of Department & Deputy HoD Education & Teaching
   1.2. Supervise students’ dissertations and empirical projects
   1.3. Provide pastoral care, advice, and support by undertaking the role of Personal Tutor
   1.4. Contribute to the summative assessment of student performance (e.g., coursework and exam paper marking)
   1.5. Participate in departmental curriculum design activity and teaching quality enhancement activities

2. **Administration**
   2.1. Attend departmental and University committees and undertake related administrative functions, including examining, as required
   2.2. Undertake other ad hoc assignments as required
3. **Third Stream Activities**

3.1 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 department. 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:

Head of Department, Deputy Head Education & Teaching, Department Academic team, School Administrative team.