



## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Fellow in Creative Writing: Playwriting/Screenwriting
<b>Department / Unit:</b>	English
<b>Job type</b>	Professional Services
<b>Grade:</b>	RHUL 7
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<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"> <li>• To deliver high quality teaching programmes, assessment, and teaching support on undergraduate and postgraduate programmes.</li> <li>• To play a significant role in departmental and University activities including departmental administrative duties as required.</li> </ul>	
<b>Key Tasks</b>	
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• To teach undergraduate and postgraduate courses as agreed with the Head of Department.</li> <li>• To participate in departmental curriculum design activity addressing the needs of our changing student body and teaching quality enhancement activities.</li> <li>• To plan, lecture, tutor and assist students in tutorials, workshops and laboratory classes as appropriate.</li> <li>• To lead on projects or activities as required e.g. field trips.</li> <li>• To contribute to course organisation and examinations as required.</li> <li>• To supervise dissertations.</li> <li>• To undertake the role of Personal Tutor.</li> </ul>	
<p><b>Administration and Management</b></p> <ul style="list-style-type: none"> <li>• Attend departmental and University committees and undertake related administrative functions, including examining, as required.</li> </ul>	

- Support the department’s work or projects as required delivering on departmental and University 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.

**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 University. 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 department and University;
- Academics of similar standing in the field in other institutions.

**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: English**

	<b>Essential</b>	<b>Desirable</b>	<b>Tested by</b> Application form, Interview, Test
<b>Knowledge, Education, Qualifications and Training</b>			
Educated to Master's degree level (or equivalent) in a relevant subject.	X		Application form
Educated to PhD level in relevant field		X	Application form

A recognised teaching in HE qualification/training		X	Application form
<b>Skills and/or Abilities</b>			
Ability to communicate complex concepts and ideas in an understandable way	X		Interview/Presentation
Ability to use a range of media including computer software such as PowerPoint and virtual learning environments to facilitate learning	X		Interview/Presentation
Ability to motivate and inspire students at a range of levels to engage in academic study	X		Interview
<b>Experience</b>			
Experience of high-quality teaching at undergraduate and postgraduate level	X		Application Form/Interview/Presentation
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
Evidence of a developing research profile in the department's disciplinary areas			
Demonstrable commitment to inclusive teaching and supporting equality and diversity appropriate to role	X		Application Form/Interview/Presentation
<b>Other requirements</b>			
A commitment to continuous personal development.	X		Application Form/Interview