JOB DESCRIPTION

Job Title:	Teaching Fellow
Department / Unit:	Department of Computer Science
Job type	Professional Services
Grade:	RHUL 7
Accountable to:	Head of Department
Accountable for:	n/a

Purpose of the Post

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.

The key objectives and principal accountabilities for a Teaching Fellow are as follows:

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

Key Tasks

Teaching and tutoring
- Coordinate, or assist in the coordination of, laboratory-based teaching in the Department, which includes:
    - 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.

Software development
- 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 University committees and undertake related administrative functions, including examining, as required.
- 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.

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 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 FORM

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

Job Title: Teaching Fellow		Department: Computer Science	
	Essential	**Desirable**	**Tested by** Application form, Interview, Test
Knowledge, Education, Qualifications and Training			
Bachelors or Postgraduate degree in Computer Science or equivalent	X		Application form
Skills and/or Abilities			
Ability to teach programming modules of a typical Computer Science undergraduate degree programme	X		Application Form/Interview
Ability to supervise mainstream projects at undergraduate level in Computer Science	X		Application Form/Interview
Experience			
Experience in teaching at undergraduate and/or postgraduate level in Computer Science		X	Application Form/Interview
Experience of engagement in outreach activities		X	Application Form/Interview
Demonstrable experience of modern software development languages, tools and methodologies.		X	Application Form/Interview
Personal and Interpersonal Qualities			
Ability to co-ordinate with others to ensure student learning and teaching needs and expectations are met	X		Application Form/Interview
Ability to work as part of a team	X		Application Form/Interview
Excellent interpersonal skills	X		Interview
Ability to plan and organize initiatives as well as to efficiently manage time	X		Application Form/Interview

Other requirements			
A commitment to continuous personal development.	X		Application Form/Interview
Demonstrable commitment to equality, diversity, and inclusion	X		