

Job Description

Job Title:	Teaching Fellow
Department:	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, and 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.
Our Values
Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

Person Specification

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

Demonstrable commitment to equality, diversity, and inclusion
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X
