JOB DESCRIPTION

Job Title:	Teaching Fellow
Department:	Politics, International Relations and Philosophy
Job type	Professional Services
Grade:	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 teaching in the Department, which includes:
    - Liaising with the module convenors in relation to the delivery of seminars.
    - Liaising with the students, the UG Lead, PGT Lead and the admin team in relation to the delivery of modules
- Deliver teaching, including holding office hours, marking and returning feedback to students.
- Contribute to teaching, assessment, and supervision of student projects as agreed with the Head of Department.

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 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:** Politics, International Relations and Philosophy

Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Bachelor's degree in politics/international Relations/Philosophy or equivalent	X	
Skills and/or Abilities		
Ability to teach modules of a typical PIRP undergraduate degree programme	X	
Ability to teach modules of a typical PIRP postgraduate degree programme	X	
Ability to supervise projects at undergraduate level in PIRP	X	
Experience		
Experience in teaching at undergraduate and/or postgraduate level in PIRP		X
Experience of engagement in outreach activities		X
Personal and Interpersonal Qualities		
Ability to co-ordinate with others to ensure student learning and teaching needs and expectations are met	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	