**Vacancy ref:**

**<FACULTY/ SCHOOL>**

JOB DESCRIPTION

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| **Title:** | Teaching Fellow |
| **Department:** |  |
| **Grade:** | Grade 7 |
| **Salary:** |  |
| **Hours:** |  |
| **Contract Length:** |  |
| **Reporting to:** |  |
| **Location:** | > although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service. |
| **Introduction:** | The appointed person will be expected to make broad contributions to the academic work of the School of………. |

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| **Purpose of the role** |
| To deliver a range of high quality teaching materials and associated student assessment activities. Contribute to the planning, design and development of modules and programmes and curriculum changes. Engage in relevant scholarship, research and professional and knowledge exchange activities and have input into administrative duties. |
| **Teaching and Learning** |
| * Teach as a member of a teaching team within an established programme. * Identify learning needs of students and define appropriate learning objectives. * Ensure that content, methods of delivery and learning materials meet defined learning objectives. May act as module leader. * Producing teaching materials informed by current research and scholarship that motivate and inspire student learning. * Develop and maintain an understanding of appropriate pedagogy in the area and respond to challenges. * Select appropriate assessment instruments and criteria. Assess the work and progress of students and provide timely and constructive feedback. * Supervise and provide support and guidance for student learning activities, such as study skills, work-based learning and research activities and, where appropriate placements. * Provide academic support and guidance for students. May act as personal tutor to a group of students. * Contribute to module/programme development and curriculum review. |
| **Research and Scholarship** |
| * Continually update knowledge and understanding in field or specialism. * Translate knowledge of advances in the subject area into the course of study. * Contribute to scholarship, research and knowledge exchange activities as required. * Seek ways of improving teaching and learning by reflecting on design and delivery to enhance the student experience. * Engage in personal and or collaborative developments to enhance teaching methodology. * Collaborate with colleagues to develop knowledge exchange activities establishing educational links with industry and influencing public policy and the professions. |
| **Leadership and Management** |
| * Plan and manage own teaching. * Perform appropriate administrative tasks associated with teaching and scholarship activities. * Contribute to the accreditation of courses and quality assurance and enhancement processes. |
| **Citizenship** |
| * Contribute to a supportive working environment and develop productive working relationships with other team members. * Attend and contribute to staff meetings. * Contribute to wider school/university activities e.g. open days, student welcome, graduation and clearing events. * Build internal and external links to enhance own teaching and learning activity. * Participate in institutional widening participation and outreach activities. * Act as an ambassador for the University in all interactions with current and prospective students, staff, visitors to the University, external partners, media and general public. * Promote the University’s values of an inclusive and diverse community. |
| **Values and Regulations** |
| * Any other duties commensurate with the grade as deemed necessary by the Director of >. * A commitment to LJMU’s values and regulations and Equality and Diversity Policy. * Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter. * Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU’s Environmental Management and Sustainability Policy and the Climate Change Action Plan. * The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Executive Leadership Team, are contained in Section 2 of the University’s Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder’s mandatory Environmental Management responsibilities are contained in Section 2 of the University’s Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy. * For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects. |

**PERSON SPECIFICATION**

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

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| **Essential Factors** | **Evidence** |
| An honours degree. | *Application* |
| Postgraduate qualification or other equivalent qualification, or appropriate level of experience as appropriate to discipline. *Some areas may require PhD* | *Application* |
| Experience of teaching at undergraduate level or delivering professional training. | *Application and*  *interview* |
| Ability to teach at undergraduate and postgraduate levels in relevant lectures, tutorials and seminars and to supervise postgraduate students. | *Application,*  *interview and presentation* |
| Ability to contribute to the curriculum and take responsibility for the effective and efficient delivery of teaching programmes/modules. | *Application and*  *interview* |
| Evidence of engagement in quality pedagogic and scholarly activity. | *Application and*  *interview* |
| Ability to undertake organisational and administrative tasks appropriate to working within Higher Education. | *Application and*  *interview* |
| Commitment to fostering a positive learning environment for students and of providing excellent pastoral and academic support to students. | *Application and*  *interview* |
| Ability to work both individually and as a member of a teaching team. | *Application and*  *interview* |
| Ability to use ICT as a research tool and to develop teaching materials. | *Application and*  *interview* |
| Excellent communication skills (oral and written), coupled with the ability to develop these skills in students. | *Application,*  *interview and presentation* |
| Excellent interpersonal skills and the ability to inspire and collaborate. | *Application and*  *interview* |
| Commitment to LJMUs values and regulations, including equality and diversity policy. | *Application and*  *interview* |

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| **Desirable Factors** | **Evidence** |
| HE Teaching qualification. | *Application and*  *interview* |
| PhD in a relevant area. | *Application* |
| Membership of a relevant professional or teaching body. | *Application* |

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| **BENEFITS OF WORKING FOR US** |
| **Annual leave:** allowance of 30 days (for grade 3-7 staff and Executive Leadership Team) and 35 days (for grades 8 and above) plus 8 public holidays. |
| **Pension:** access to a generous defined benefit pension scheme. |
| **Travel:** various interest free travel loans for annual season tickets and cycle to work scheme. |
| **Flexible working:** maintain a healthy balance between work and home life with opportunities to work flexibly - including flexi time and job sharing where possible. |
| **Health and wellbeing:** we offer a wide range of wellbeing support including Employee Assistance Programme, mental health support, annual voluntary dental plan and on-site gym facilities. |
| **Professional development:** LJMU is committed to the support and development of its staff. It encourages individuals and teams to embrace opportunities for skill development, self-improvement and knowledge enhancement in order to reach their potential and meet their career ambitions. As part of this commitment, we offer a wide range of engaging and impactful training and development opportunities as well as the chance to take part in special projects/cross-university work and embark upon one-to-one coaching and mentoring. |
| **Community:** there are plenty of opportunities to give back to the community through volunteering, supporting our Corporate Charities and getting involved in our Diversity and Inclusion Staff Networks. There is also an opportunity to give to charities through the Payroll Giving scheme. |
| **‘More For You’ from Vivup:** in addition to the great benefits above, our close ties to organisations and businesses within the region and further afield means we can offer discounts for many shops, restaurants and services. |

