Job description

Date last reviewed: [ ]
Faculty/Directorate: [ ]
Department: [ ]
Title of post: Teaching Fellow in [ ]
Grade of post: 8
Post number: [ ]
FT or % P/T: [ ]
Permanent/Temporary: [ ]
Principal location of work: [ ]
Immediate line manager: [ ]
Staff managed: None

Qualifications required for post: First degree in [ ] or cognate subject. Postgraduate Certificate in Teaching in Higher Education (or equivalent) or demonstrably working towards such a qualification.

Experience required for post: Some teaching of [ ] at university level, preferably teaching [ ]. [Recent experience of working in a [ ] environment]. [Professional registration with [ ]] 

Overall purpose of post:
To teach on modules offered on the [ ] Programme. To undertake the development of teaching materials, including the preparation of assignments and tests, modular handbooks and syllabi, as well as the moderation of assignments, and record-keeping. To undertake marking activities, the attendance of meetings, and participation in staff development activities. Fulfilling other duties commensurate with the grade and responsibility of the postholder.

Main duties:

1. To teach students using appropriate methods such as lectures, tutorials, seminars, and other formal pedagogic work.
2. To supervise student projects and dissertations.
3. To set, mark and assess students work and provide formative and summative feedback. To invigilate when required.
4. Moderating students’ work across the programme. Preparing and submitting mark sheets and reports on students’ progress
5. To contribute as part of the teaching team to the design and implementation of written course materials/guides. To contribute to the design, development and implementation of teaching resources and those activities associated with Quality Assurance.
7. To participate in the administrative processes of the institution including committee and working groups, quality assurance procedures and admission of students.
8. To care for the pastoral needs of students including counselling, welfare and guidance. To act as Academic Adviser.
9. Support Faculty marketing and student recruitment activities including visit/open days.
10. Undertake scholarly activity and contributing towards scholarly endeavours.
11. To participate in staff development and PDR processes and in service training. To actively engage in projects that enhance the student experience.
12. Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary, experience and/or training.

Closing date: TBC

Ref: type here

Please return completed application forms to: Directorate of Human Resources, Oxford Brookes University, Wheatley Campus, Wheatley, Oxon OX33 1HX.

*Please note: The successful applicant will need to be subject to a background disclosure check by the Criminal Records Bureau (CRB) before any appointment can be confirmed. A copy of the CRB Codes of Practice concerning background checks is available for all applicants, upon request.

*delete if not applicable
### Person specification

**Faculty/Directorate:** [ ]

**Title of post:** Teaching Fellow in [ ]

**Starting salary:** Grade 8

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<tr>
<th>Specification</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>1. Education/Training</strong></td>
<td>Educated to degree level (or equivalent) in [ ] Facilitating workplace learning or some previous training in teaching methods. Formal qualification for teaching in higher education such as the Postgraduate Certificate in Teaching in Higher Education (or equivalent) or demonstrably working towards such a qualification. [Current registration with [ ]]</td>
<td>Master’s level 7 study or working towards a Master’s. Membership of the Higher Education Academy.</td>
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<td><strong>2. Relevant Experience</strong></td>
<td>Some relevant experience of teaching at an appropriate level Prior experience of [ ] Experience of writing reports and educational material</td>
<td>Evidence of supervising / teaching students in practice as a mentor, supervisor, practice educator.</td>
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<td><strong>3. Relevant Skills/Aptitudes</strong></td>
<td>Exceptional communication skills, able to relate well to all members of the University and Partners The ability to manage own workload and set priorities to solve problems using own initiative Good organisational skills with the ability to prioritise work Excellent written and spoken communication skills Good team-working skills and able to work closely with other academic team members and to work cohesively to ensure that work demands are met as a team</td>
<td>Evidence of providing student feedback e.g. formative or summative assessment. Excellent and demonstrable IT skills with an</td>
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<td>ability to use software packages appropriate to an education environment</td>
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<td>4. Special Requirements</td>
<td>[Successful and satisfactory background check received from the Disclosure and Barring Service, after interview and before appointment.]</td>
<td>[The ability to travel as required for work purposes using own or public transport.]</td>
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