# Job description



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| **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 post holder.

**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.
6. Module leadership and materials development for designated modules. Collection of feedback and production of module reports for designated modules.

1. To participate in the administrative processes of the institution including committee and working groups, quality assurance procedures and admission of students.
2. To care for the pastoral needs of students including counselling, welfare and guidance. To act as Academic Adviser.
3. Support Faculty marketing and student recruitment activities including visit/open days.
4. Undertake scholarly activity and contributing towards scholarly endeavours.
5. To participate in staff development and PDR processes and in service training. To actively engage in projects that enhance the student experience.
6. 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