

### Job Details

<b>Job Title:</b>	Temporary Teaching Fellow for 2019 summer pre-sessional	
<b>School:</b>	School of Languages, Linguistics and Film	
<b>Reports to:</b>	Programme / Module Organiser	
<b>Grade:</b>	5	18 contact hours – see advert
<b>Appointment period:</b>	See Contract	
<b>Current Location:</b>	Mile End	

### Job Context

The Teaching Fellow supports, teaches, advises and facilitates the learning of students in formal teaching sessions.

### Job Purpose

To contribute to the delivery of high-quality teaching through:

- Teaching and the assessment of student achievement
- Managing the surrounding student support through e.g. feedback
- Contributing to the design of modules and their assessment
- Leading on relevant administrative tasks relevant to the module or programme

### Main Duties & Responsibilities

1. Design and prepare teaching materials for designated modules.
2. Organise and undertake teaching in the School of Languages, Linguistics and Film as agreed with the Head of the School or delegate; this includes providing lectures, classes, seminars, and one-to-one supervision in a variety of combinations.
3. Carry out student assessment including continuous in-module assessment and assessment of lab-based/practical work where applicable.
4. Set and mark examinations and coursework as appropriate, including attending examiners' meetings.
5. Provide feedback to students, to enable them to assess their own performance and suggest learning objectives that will enable the student develop in the subject.
6. Prepare and run classes / seminars / tutorials / workshops or sessions of a practical, interactive nature as a follow-up from lectures, where applicable. This will use appropriate teaching, learning support and assessment methods.
7. Identify areas where current provisions are in need of revision or improvement and feed this into the programme review process.

### Main Duties & Responsibilities

8. Contribute to the planning, design and development of objectives and materials to be utilised in programme reviews.
9. Contribute to the accreditation of programmes and quality control processes, as appropriate.
10. Attend School of Languages, Linguistics and Film meetings as required as well other relevant QMUL meetings and boards, as agreed with the Head of School or delegate.
11. Comply with relevant QMUL policies and regulations regarding financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property, data protection or any other rules, regulations or codes binding on the member of staff.
12. Liaise with academic colleagues over collaborative teaching, in order to ensure efficient and successful programme delivery as appropriate.
13. Where appropriate, participate in and develop external networks to enhance the work of the School of Languages, Linguistics and Film. Examples could include networks contributing to student recruitment, securing placements, etc.
14. Participate in appraisal and career development activities related to the role, as appropriate. A commitment to continuing professional development is required.
15. Complete administrative tasks such as administering programme evaluation questionnaires, completing student progress reports, monitoring student attendance in classes, and taking in / returning coursework.
16. Attend, as appropriate, courses and seminars offered by QMUL in connection with professional development in teaching and research, including relevant induction courses.

**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.**

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**

# Job Profile

## Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements	Essential / Desirable
<b>Qualifications</b>	
Postgraduate degree <i>and/or</i> relevant professional qualification <i>and/or</i> equivalent professional experience	E
<b>Knowledge, Skills and Experience</b>	
Experience of undergraduate teaching appropriate to the level of appointment or professional experience in a relevant discipline to that being taught	E
Knowledge of subject to post-graduate level	D
Ability to work independently and to show initiative	E
Ability to prioritise and balance competing demands	E
Responsive to feedback	E
Ability to present specialist material in a logical, coherent and interesting manner, both to students and to fellow specialists	E
Good written and oral communication skills	E
Good presentation skills	E
Good basic IT skills	E
Understanding of equal opportunities issues as they may impact on academic content and student need	E
Awareness of the risks in the work environment and the potential impact on colleagues and students, necessitating in some circumstances, the need to conduct risk assessments.	E
Flexible and co-operative approach to colleagues	E
Demonstrable ability to cope under pressure of teaching, administration and competing deadlines	E

**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**