|  |  |
| --- | --- |
| Last updated: | MARCH 2018 |

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Post title: | **Principal Teaching Fellow** |
| Academic Unit/Service: | Winchester School of Art |
| Faculty: | Faculty of Art, Business and Law |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 6 |
| \*ERE category: | Education pathway |
| Posts responsible to: | Head of School / Director of Undergraduate Programmes |
| Posts responsible for: | Graphic Arts academic staff. |
| Post base: | Office-based/Non Office-based (see job hazard analysis) |

|  |
| --- |
| Job purpose |
| To teach at all levels, to lead in the development of teaching and learning policy, and to undertake leadership, management and engagement activities. |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | Play a lead role in the development of teaching and learning activities of the Academic Unit. Deliver teaching of the highest quality across a range of modules and to all levels, through lectures, tutorials, practicals and seminars. Set and mark coursework and exams, providing constructive feedback to students. Act as internal and external examiner for undergraduate and postgraduate students. | 15 % |
|  | Take responsibility for overseeing, developing and promoting fresh teaching and learning approaches and material, which create interest, understanding and enthusiasm amongst students. Directly supervise students, providing expert advice on learning best practice and helping with learning problems. Identify the learning needs of students and define learning objectives. Promote the use of appropriate media to support student learning. | 10% |
|  | Design, develop and deliver an innovative range of programmes and study, sometimes for entirely new courses at various levels. Take responsibility for the quality of the design of existing courses and programmes, continually monitoring, evaluating and revising them to ensure excellence and coherence, identifying areas where current provision is in need of revision or improvement. | 10 % |
|  | Develop and sustain a national and international reputation for original pedagogic research and the enhancement of learning and teaching practice by playing a leading role in the debate nationally about teaching and learning policy, methods and practices. Disseminate and explain findings through leading peer-reviewed publications, conferences, exhibitions, and other appropriate media. | 10 % |
|  | Develop links with external contacts such as other educational bodies, employers and professional bodies to foster collaboration, both nationally and internationally. | 10 % |
|  | Contribute to the development of teaching and learning strategies in the Academic Unit.  | 10 % |
|  | Act as a coach and role model for teaching excellence locally through excellent practice and mentoring other less-experienced teachers. | 5 % |
|  | Contribute to the efficient management and administration of the Academic Unit by performing personal administrative duties as allocated by the Head, e.g. leading for the Academic Unit on the process of admissions, examinations, teaching quality assessments etc.  | 15 % |
|  | Take on appropriate Academic Unit coordinating roles to advance student academic development, e.g. act as Senior Tutor, Head of Teaching Programme, Coordinator of Programmes at undergraduate or postgraduate levels etc. | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
| --- |
| Member of the Academic Unit Board and Examination Board, and of such Academic Unit committees relevant to your administrative duties.Teaching and administrative duties will be allocated by the Head of Academic Unit, within the context of the teaching programmes agreed by the Academic Unit Learning and Teaching CommitteeMay collaborate with colleagues in other institutions on original teaching and learning practice. |

| Special Requirements |
| --- |
|  |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in Graphics or relevant media subjectWell-established national reputation in graphic communicationsTeaching qualification (PCAP or equivalent)Extensive track record of achievement within Graphics or relevant media sectorExtensive track record of teaching at undergraduate and postgraduate level Extensive track record of developing and disseminating successful learning approaches | PhD in Graphic or digital media subject area.Emergent international reputation in graphic communicationKnowledge of graphic communicationExperience of graphic communicationMembership of Higher Education AcademyInvolvement in national and international Graphic art events | ApplicationApplicationApplicationApplication& InterviewApplication& InterviewApplication& Interview |
| Planning and organising | Proven ability to plan and shape the direction of an area of teaching activity, ensuring plans complement broader education strategyProven ability in the design of new course units, curriculum development and innovative teaching approaches in the Academic Unit, taking primary responsibility for their qualityAble to contribute to the development of teaching policy within the Academic Unit |  | Application& InterviewApplication& InterviewApplication& Interview |
| Problem solving and initiative | Able to develop significant new concepts and original ideas within own field in response to intractable issues of importance to the teaching area |  | Application& Interview |
| Management and teamwork | Proven ability to manage and deliver own course units and team-taught course units Proven ability to coach, advise and support others (staff and students) on learning and teaching issues.Able to mentor, manage, motivate, develop and coordinate teaching team(s) at programme level. Able to resolve performance issues and formulate staff development plans, where appropriate, to ensure team aims are metAble to contribute to the running of Academic Unit by managing significant Academic Unit processesAble to foster and develop good relationships between own Academic Unit and the rest of the university. Able to work proactively with senior colleagues to develop cross-Academic Unit and institution cooperation and effectivenessAble to monitor and manage resources and budgetsWork effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | Application& InterviewApplication& Interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audienceExtensive track record of delivering lectures and seminars in courses relating to different aspects of (subject area)Able to engage counselling skills and pastoral care, where appropriateAble to persuade and influence at all levels in order to foster and maintain relationships, resolving tensions/difficulties as they arise Able to provide expert guidance to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problemsAble to negotiate for the Academic Unit on key issuesAble to develop and lead key communications strategies |  |  |
| Other skills and behaviours | Positive attitude to colleagues and students |  | Interview |
| Special requirements | Ability to adapt to change |  | Application& Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

|  |  |
| --- | --- |
| [ ]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |