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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | **Teaching Fellow** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2311- Higher education teaching professionals | | |
| School/Department: | Philosophy, Humanities | | |
| Faculty: | Arts and Humanities | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Education pathway | | |
| Posts responsible to: | Head of Philosophy | | |
| Posts responsible for: | None | | |
| Post base: | Office-based | | |

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| Job purpose |
| To teach Philosophy at undergraduate and/or postgraduate level, and to undertake management, administration, and engagement activities in the Philosophy department and School of Humanities. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Support the teaching objectives of the Philosophy department by delivering teaching to students at undergraduate and/or postgraduate level, through allocated lectures, tutorials, and seminars. Set and mark coursework and exams, providing constructive feedback to students. May also be asked to supervise students, e.g. as personal tutees or dissertation students. | 60% |
|  | Update knowledge and understanding of contemporary philosophical research, incorporating knowledge of advances into teaching contributions. | 20 % |
|  | Contribute to the efficient running of the Philosophy department by performing management and administrative duties as allocated by Head of Department. | 20 % |

| Internal and external relationships |
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| Member of the School/Department Board, Examination Board and of such School/Department committees relevant to their administrative duties.  New appointees will be assigned a senior colleague to guide their development and aid their integration into the School/Department and university.  Teaching and administrative duties will be allocated by the Head of Department, within the context of the teaching programmes agreed by the School/Department Learning and Teaching Committee. |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent in Philosophy or a related subject  Knowledge and understanding of contemporary philosophical research, of a level that can support teaching in a research-led curriculum.  Experience of teaching at undergraduate and/or postgraduate level  Able to teach philosophy of religion | Experience of leading modules at undergraduate level  Able to teach across a range of areas within philosophy | Application, interview |
| Planning and organising | Able to plan, manage, organise and assess own teaching contributions  Able to contribute to the design of course units, curriculum development, and new teaching approaches in Philosophy |  | Application, interview |
| Problem solving and initiative | Able to handle and analyse complex philosophical problems. |  | Application, interview |
| Management and teamwork | Able to manage and deliver own course units and contribute to team-taught course units  Able to supervise work of undergraduate and postgraduate taught students  Able to contribute to School/Department management and administrative processes  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | Application, Interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Able to advise students on academic issues, and to signpost appropriate support for pastoral issues |  | Application, Interview |
| Other skills and behaviours | Positive attitude to colleagues and students |  | Application, Interview |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

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

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| 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.

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| **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 |  |  |  |