**JOB DESCRIPTION**

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| Post title: | **Senior Teaching Fellow in Law** | | |
| Standard Occupation Code:  (UKVI SOC CODE) | 2311 – Higher Education teaching professionals | | |
| School/Department: | Southampton Law School | | |
| Faculty: | Social Sciences | | |
| Career Pathway: | ERE | Level: | 5 |
| \*ERE category: | Education | | |
| Posts responsible to: | Head of School | | |
| Posts responsible for: | None | | |
| Post base: | Office-based | | |

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| Job purpose |
| To provide high-quality career and employability support to students at the School, and to deliver high quality legal education at undergraduate and postgraduate levels. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | * Support the teaching objectives of the School/Department by managing a range of contributions to its learning and teaching activities. Deliver teaching across a range of modules and to all levels, through lectures, tutorials, and seminars. Set and mark coursework and exams, providing constructive feedback to 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. * Monitor, evaluate and revise course design to ensure excellence and coherence. Identify areas where current provision is in need of revision or improvement, planning and developing innovative contributions to learning, teaching and assessment methods within the School/Department as appropriate. * Plan and develop high quality independent, original contributions to learning and teaching practice and policy within the School/Department. * Contribute to the efficient management and administration of the School by performing personal administrative duties as allocated by the Head and by taking on appropriate School coordinating roles, e.g. running the process of admissions, examinations, teaching quality assessments etc. * Any other duties as allocated by the line manager following consultation with the post holder. | 60% |
|  | * Support, implement and further develop the employability strategy of the School as follows: * By being the first point of contact and Law School liaison for employers and legal professionals. * Organising employer events and activities. * Managing Law School employability events and activities. * Drafting a regular Careers and Employability newsletter. * Managing the relationship with the University’s Careers, Employability and Student Enterprise Team to negotiate activities to support improving graduate destinations. * Chairing the Prizes Committee. * Being responsible for Marshalling. * Writing student references. | 40% |

| Internal and external relationships |
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| New appointees will be assigned a senior colleague to guide their development and aid their integration into the School and University.  Teaching and administrative duties will be allocated by the Head of the Law School or other relevant officer. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience.  Track record of development and delivery of teaching at undergraduate and/or postgraduate level  Proven ability and willingness to teach in the core legal subjects and to offer flexibility across the curriculum  Demonstrated success in delivering learning outcomes. | Experience in legal employability and careers in the UK.  Membership of Higher Education Academy  Teaching qualification (PCAP or equivalent). | Application and Interview |
| Planning and organising | Proven ability to plan and develop a range of high-quality teaching activities, ensuring plans complement broader education strategy.  Proven ability to plan, manage, organise and assess own teaching contributions.  Proven ability in the design of course units, curriculum development and new teaching approaches in the Academic Unit.  Proven ability to manage and organise events. |  | Application and Interview |
| Problem solving and initiative | Able to identify broad trends to assess deep-rooted and complex issues.  Able to apply originality in modifying existing approaches to solve problems. |  | Application and Interview |
| Management and teamwork | Able to manage, motivate and coordinate research team, delegating effectively.  Proven ability to manage and deliver own course units and team-taught course units.  Proven ability to coach, support and directly supervise students/tutorial groups.  Able to undertake coordinating role in Academic Unit/University.  Able to monitor and manage resources and budgets.  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development.  Ability to contribute to Law School management and administrative processes. |  | Application and Interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience.  Track record of delivering lectures and seminars in courses.  Able to persuade and influence at all levels in order to foster and maintain relationships, resolving tensions/ difficulties as they arise.  Able to demonstrate alignment with the University’s core values in all areas of work, and champion those behaviours. See Appendix 1 |  | Application and Interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues.  Positive attitude to colleagues and students. |  | Application and Interview |

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

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

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| **All staff** | **Behaviour** |
| **Personal Leadership** | I take personal responsibility for my own actions and an active approach towards my development |
| I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly |
| I show pride, passion and enthusiasm for our University community |
| I demonstrate respect and build trust with an open and honest approach |
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| **Working Together** | I work collaboratively and build productive relationships across our University and beyond |
| I actively listen to others and communicate clearly and appropriately with everyone |
| I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish |
| I proactively work through challenge and conflict, considering others’ views to achieve positive and productive outcomes |
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| **Developing Others** | I help to create an environment that engages and motivates others |
| I take time to support and enable people to be the best they can |
| I recognise and value others’ achievements, give praise and celebrate their success |
| I deliver balanced feedback to enable others to improve their contribution |
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| **Delivering Quality** | I identify opportunities and take action to be simply better |
| I plan and prioritise efficiently and effectively, taking account of people, processes and resources |
| I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion |
| I encourage creativity and innovation to deliver workable solutions |
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| **Driving Sustainability** | I consider the impact on people before taking decisions or actions that may affect them |
| I embrace, enable and embed change effectively |
| I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward |
| I take time to understand our University vision and direction and communicate this to others |