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| Last updated: | 12/02/2025 |

**JOB DESCRIPTION**

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| Post title: | **Teaching Fellow** | | |
| Standard Occupation Code (UKVI SOC CODE): | 2311- Higher education teaching professionals | | |
| School/Department: | Primary Care, Population Sciences and Medical Education | | |
| Faculty: | Medicine | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Education pathway | | |
| Posts responsible to: | Dr Caroline Childs, BM6 Programme Lead | | |
| Posts responsible for: | No direct staff supervisory responsibility | | |
| Post base: | Office-based (see job hazard analysis) | | |

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| Job purpose |
| To teach a core discipline and contribute to the development and delivery of innovative teaching and learning approaches at undergraduate level to BM5/6/EU medical students.  To teach and support other undergraduate and postgraduate programmes within the Faculty of Medicine.  To assist and support undergraduate and postgraduate programmes assessment processes.  To assist with education management and administrative activities |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Support the teaching objectives of the Faculty of Medicine undergraduate BM5/6/EU medical degree programmes by delivering teaching to students in small and large groups through allocated lectures, tutorials, practicals and seminars. To assist and support the BM5/6/EU programmes assessment process, contribute to module leadership and provide input into programme development. | 70 % |
|  | Support the teaching objectives of the MSc Allergy postgraduate programme by managing a range of contributions to learning and teaching activities including module leadership and assessment | 20 % |
|  | Contribute to the development of new teaching approaches and to the design of curricula by updating knowledge, developing teaching materials and methods, ensuring students gain a high quality and relevant teaching experience | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| 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 BM Programme Leads, within the context of the teaching programmes agreed by the Faculty of Undergraduate Programmes Committee (FUGPC).  Relationships may include   * Specific working groups * Relevant year steering groups * Programme leads, year and module leads * Subject leads * Teaching staff across the Faculty and the NHS * Key clinical staff involved in supporting undergraduate and postgraduate education * The faculty development team and student administration team   National colleagues or groups as relevant to the development of your subject in medical education. May collaborate with colleagues in other institutions on original teaching and learning practice. |

| Special Requirements |
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| Some travel will be necessary across sites, (Highfield campus/Southampton University Hospital) |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD, postgraduate degree or equivalent professional qualifications and experience in subject relevant to Medical Education  Teaching experience at Further Education/undergraduate and/or postgraduate level | Teaching qualification (PGCAP or equivalent)  Membership of Higher Education Academy  Subject knowledge related to immunology and/or allergy | Application/interview |
| Planning and organising | Able to plan, manage, organise and assess own teaching contributions  Able to contribute to, the design of modules, curriculum development and new teaching approaches in the Faculty | Experience of University assessment processes. | Application/interview |
| Problem solving and initiative | Able to respond and adapt teaching to changing programme or University circumstances | Able to provide advice on risk assessments for students undertaking elective placements and/or research projects. | Application/interview |
| Management and teamwork | Able to contribute to undergraduate and postgraduate teaching  Able to contribute to Faculty management and administrative processes  Work effectively in a team, understanding the strengths and weaknesses of self and others to help teamwork development | Able to lead and manage a module  Able to directly supervise work of students | 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 engage and build relationships with widening participation and international students and to provide pastoral support where appropriate | Track record of delivering lectures and seminars to a range of students, including international students and widening participation students  Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes | Application/interview |
| Other skills and behaviours | Positive attitude to colleagues and students |  | Application/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 |  |  |  |
| 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 |  |  |  |