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| Last updated: | 04/03/2025 |

**JOB DESCRIPTION**

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| Post title: | **Teaching Fellow** |
| Standard Occupation Code: (UKVI SOC CODE) | 2311 - Higher education teaching professionals |
| School/Department: | Clinical and Experimental Sciences |
| Faculty: | Medicine |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Education |
| Posts responsible to: | Elizabeth Miles |
| Posts responsible for: | N/A |
| Post base: | Office-based (see job hazard analysis) |

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| Job purpose |
| To teach at postgraduate level on the MSc Allergy Programmes, and to undertake leadership, management and educational activities in relation to this.To assist and support the MSc Allergy Programmes assessment processes. |

| Key accountabilities/primary responsibilities | % Time |
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|  | Support the teaching and assessment objectives of the postgraduate MSc Allergy Programmes by delivering online teaching to students in small and large groups through allocated lectures, tutorials, practicals and seminars. Provide advice on study skills and helping with learning problems. Identify the learning needs of students and define learning objectives.  | 30% |
|  | Contribute to the efficient management and administration by performing administrative duties as allocated by the Programme Leads. These may include Blackboard and Technology Enhanced Learning activities. | 30% |
|  | Support postgraduate MSc Allergy Programmes module leaders and assessment activities, providing input into both programme and module development, and ensuring students gain a high quality and relevant teaching experience.  | 15% |
|  | Contribute to the development of new teaching approaches and to the design of postgraduate MSc Allergy Programmes teaching sessions, which are academically excellent, coherent and intellectually challenging. Develop own teaching materials, methods and approaches, with guidance. Obtain and analyse feedback on own teaching design and delivery to facilitate this. | 10 % |
|  | Continually update own knowledge and understanding of subject area, incorporating knowledge of advances into own teaching contributions. Investigate innovative teaching, learning and assessment methods and techniques in the sector, and pedagogic research generally, bringing new insights to the Faculty. | 10 % |
|  | 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 senior colleagues to guide their development in research and education and aid their integration into the School, Faculty and University.Teaching and administrative duties will be allocated by the MSc Allergy programme leads and your line manager.Relationships may include: * Specific working groups
* Programme group
* MSc Allergy programme, assessment, and module leads
* Teaching staff across the Faculty and the NHS
* Key clinical staff involved in supporting PGT education
* The faculty development team and student administration team

National colleagues or groups as relevant to the development of your subject in PGT education. May collaborate with colleagues in other institutions on original teaching and learning practice. |

| Special Requirements |
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| Some travel may be necessary between sites (Highfield campus / Southampton General 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 a basic or medical sciences subject.Teaching at Further Education/undergraduate and/or postgraduate level. | First degree in Basic or Medical Sciences.PhD/postgraduate degree in basic or medical sciences subject or allergy/immunology.Teaching qualification (PCAP or equivalent).Membership of Higher Education Academy. | Application and 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. |  | Application and interview |
| Problem-solving and initiative | Able to develop an understanding of complex problems and apply in-depth knowledge to address them.Able to develop original techniques/methods.Able to respond and adapt effectively to changing circumstances. |  | Application and interview |
| Management and teamwork | Able to manage and deliver own course units and contribute to team-taught course units.Able to directly supervise work of students.Able to contribute to the MSc Allergy management and administrative processes.Work effectively in a team, understanding the strengths and weaknesses of self and others to help teamwork development. |  | 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.Deliver lectures and seminars in courses relating to different aspects of postgraduate study skills and allergy.Able to engage and build relationships with postgraduate students and to provide pastoral support where appropriate. | Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes. | Application and interview |
| Other skills and behaviours | Positive attitude to colleagues and students. |  | Application and Interview |

**JOB HAZARD ANALYSIS**

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

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| [x]  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:General laboratory chemicals that will be related to the candidate’s research activities and can only be determined after appointment |  |  |  |
| 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  |  |  |  |