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Job Description

Post title: **Teaching Fellow in Political Theory**

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Standard Occupation Code: 2311 – Higher education teaching professionals

School / Department: Politics and International Relations, Economic, Social and Political Sciences

Faculty / Directorate: Faculty of Social Sciences

Job Family: Education, Research and Enterprise (ERE)

Grade: Level 4

ERE Pathway (if applicable): Education

Post reporting to: Head of Department, Politics and IR

Post line report(s): none

Post base location: on campus

Job purpose: Education: To contribute to the teaching activities of PAIR through lectures, tutorials and marking assignments and examination papers at undergraduate and/or postgraduate level; to undertake administrative duties and engagement activities within PAIR; to contribute to the supervision of undergraduate and postgraduate research students.

## Key accountabilities and indicative time allocation:

1. **80%**

**Education Contribution**:

* Prepare and deliver effective, scholarly education activities within established modules and programmes of study.
* Select and apply appropriate teaching methods, drawing on applicable guidance and training, to achieve defined learning outcomes.
* Challenge thinking, foster debate, promote active learning and develop the ability of students to engage in critical discourse and rational thinking.
* Demonstrate inclusive and flexible teaching practices. Identify and address individual learning needs.
* Provide advice and support to students in a timely and effective manner, including as a Personal Academic Tutor.
* Mark assessments and provide constructive feedback to students.
* Continually update knowledge of taught specialisms to ensure educational practice is informed by advances in knowledge, insight and understanding in the underlying subject area.
* Continually update knowledge of best practice to ensure educational activities are scholarly.
* Refine own teaching practice by reflecting on teaching design and delivery, obtaining and analysing feedback, participating in peer review and engaging in appropriate continuing professional development.
* Contribute to the design of curricula that are academically excellent, coherent and intellectually challenging.
* Collaborate and network productively with colleagues in own and other departments, disciplines and/or organisations.
1. **0%**

**Leadership, Management and Engagement Contribution**:

Building on the Leadership, Management and Engagement contributions inherent in other Level 4 activities:

* Plan and prioritise own work effectively.
* Undertake defined tasks and contribute effectively to team, department or School-level management, engagement, administration or project work.
* Contribute to short-term and medium-term planning.
* Develop an understanding of School, Faculty and University strategies and objectives.
* Contribute to the wider work of the Faculty and University through effective participation in working groups and committees (e.g., Equality, Diversity and Inclusion committees and self-assessment teams, Health and Safety committees, Research Ethics committees etc.).
* Advise and assist colleagues and students.
* Support and help ensure the health and wellbeing of colleagues.
* Mentor colleagues and support their development.
* Line manage or supervise staff, as appropriate.
* Effectively engage in probation, appraisal, career development and continuing professional development activities.
* Contribute to student recruitment activities.
* Help prepare for and/or participate in visit days, open days and public engagement activities
* Use discretion and judgement to select from or adapt existing processes and procedures to achieve outcomes.
1. **10%**

**Research Contribution**:

* Building research skills, experience and networks, with appropriate guidance, support and supervision. Work is typically focused on a personal programme of research or contributing to wider programmes of research.
1. **0%**

**Knowledge Exchange and Enterprise Contribution**:

* Building specialist knowledge and experience, with appropriate guidance, support and supervision. Work is typically focused on contributing to the design, development and delivery of knowledge exchange and/or enterprise activities and outputs.
1. **10%**

Any other duties as allocated by the line manager following consultation with the post holder.

Internal and external relationships:

Member of the Academic Unit Board, Examination Board and of such Academic Unit committees relevant to their administrative duties.

New appointees will be assigned a senior colleague to guide their development and aid their integration into the Academic Unit and university.

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 Committee.

May collaborate with colleagues in other institutions on original teaching and learning practice.

Special requirements: n/a

# Person Specification – Skills and Competencies

All essential and desirable criteria outlined in this Person Specification will be assessed through a combination of recruitment application and CV, and where applicable numerical or written assessment.

**Knowledge, Experience and Qualifications**

Essential

* Substantial and authoritative practical knowledge and experience in Political Theory, supported by detailed understanding.
* The required level of knowledge and understanding will normally have been gained through some or all of the following:
	+ Formal qualification(s) equivalent to Level 7 or 8 of the [Regulated Qualifications Framework](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) e.g. master’s degree, postgraduate certificate, diploma, PhD in Political Theory or related area in or Level 7 or 8 award, certificate, diploma.
	+ Track record of development and delivery of teaching at undergraduate and/or postgraduate level in Politics and International Relations
	+ Ability to contribute to team-taught courses as well as offering teaching related to own specialisms
	+ Ability to carry out administrative duties in the PAIR and the School, as required

Desirable

* Teaching qualification (PGCAP or equivalent).
* Membership of Higher Education Academy.
* Tracked record of published research in leading journals in the discipline

**Teamwork and Communication**

Essential

* Delegates and/or collaborates effectively, understanding the strengths and weaknesses of colleagues.
* Works proactively with colleagues and other stakeholders, within and beyond the University, to achieve outcomes.
* Communicates effectively to develop understanding and achieve cooperation.
* Provides clear advice, guidance and recommendations on novel or complex concepts and issues.
* 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 Political Theory
* Able to engage counselling skills and pastoral care, where appropriate

Desirable

* Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes

**Planning, Organisation and Resource Management**

Essential

* Plans and progresses education, research and/or knowledge exchange and enterprise activities within broad guidelines and established University policies and procedures.
* Formulates development plans to meet current skill requirements.
* Ability to contribute to the design of course units, curriculum development and new teaching approaches in the Academic Unit

**Problem Solving and Initiative**

Essential

* Develops detailed understanding of long-standing and/or complex problems and applies accumulated knowledge and experience to understand and/or resolve them.
* Demonstrates an awareness of principles and trends within a specialist field and awareness of how this affects education, research and/or knowledge exchange and enterprise activities in the University.

Desirable

* Ability to develop original techniques/methods for teaching and for engaging students.

# Job Hazard Assessment

For any hazards identified below a health clearance will be undertaken by our occupational health provider and form part of recruitment checks. Further ongoing clearance may be required for some roles, including for existing members of staff.

**Does the risk assessment identify the need for ongoing health surveillance for this role? No**

## Physical Environment

Working outsideNot applicable

Exposure to noise levels >80dbA Not applicable

Working with dust or fumes Not applicable

Working with skin irritants/sensitisersNot applicable

Working with chemicals (industrial or cleaning)Not applicable

Working in a confined spaceNot applicable

Working at heightNot applicable

Working with sewage Not applicable

Contact with cytotoxinsNot applicable

Exposure Prone Procedure (EPP) work Not applicable

Direct patient care or patient contact / Contact with clinical
specimens or pathology work Not applicable

Ionising radiation Not applicable

## Psychological and Social Environment

Working shifts Not applicable

Working nightsNot applicable

Lone working Not applicable

Working with children Not applicable

Exposure to persons with challenging behaviourNot applicable

## Equipment, Tools and Machines

Working with vibrating machinery or toolsNot applicable

Driving duties Not applicable

Driving LGV, PCVs Not applicable

Driving forklift trucks Not applicable

Food handling Not applicable

Contact with latexNot applicable

## Physical Abilities

Prolonged repetitive movements or actions Not applicable

Moving or handling heavy loadsNot applicable

# Behaviours

Our [Inclusion and Respectful Behaviour Policy](https://www.southampton.ac.uk/about/governance/regulations-policies/policies/inclusion-respectful-behaviour) describes the expectations of everyone who is a part of our community.

Our **Southampton Behaviours** (below) outline the responsibilities we each have in working collaboratively to achieve our University strategy.

**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 demonstrate pride, passion and enthusiasm for our University community.

 - I demonstrate respect and build trust with an open and honest approach.

**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.

**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 be.

 - I recognise and value others’ achievements, give praise and celebrate their success.

 - I deliver balanced feedback to enable others to improve their contribution.

**Delivering Quality**

 - I identify opportunities and take action to make improvements.

 - 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 their conclusion.

 - I encourage creativity and innovation in others, to deliver workable solutions.

**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 for change, and gaining support to move forward.

 - I take time to understand our University strategy and communicate this to others.