



Job Description

Job title	Teaching Fellow
Department/School	Computer Science
Job family	Education and Research
Grade	8
Reporting to	Head of Department
Responsible for	Any relevant staff/students
Location	University of Bath premises

Background and context

The Department of Computer Science is committed to supporting excellence in teaching. It is currently expanding its provision including the launch of new degree apprenticeship programmes. The work of the successful applicant will include contributing to the development, leadership and teaching of these new programmes.

The appointee will work closely with colleagues and partners from outside the University to develop and run a range of new provision that builds on the University's established programmes and excellence in teaching.

Job purpose

Design, prepare, coordinate and deliver teaching programmes, including preparing and supervising different modes of assessment. Supervise student projects and carry out teaching-related administrative duties, and undertake management and administrative duties commensurate with the role.

Main duties and responsibilities

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities, and the balance between the elements in the role, may change or vary over time depending on the specific needs at a specific point in time, or due to changing needs in the department/group. Jobholders should note that there may not be an immediate requirement to carry out all the activities listed below.

a	Design teaching programmes/units for courses in consultation with academic staff. Includes identifying learning objectives and teaching methods, resources and reading. Determining, designing and producing study material and planning course delivery.
b	Teach across a range of units/programmes or within a subject area using appropriate teaching, learning support and assessment methods and technologies.
c	Deliver teaching courses or part courses. Includes preparing teaching material, communicating subject matter and encouraging debate to develop rational thinking; observing and reacting to student interventions; responding to questions outside class times and react positively to changes in course content and delivery.
d	Carry out a significant administrative role within the department or undertake another significant activity to contribute to the overall management of the department.
e	Carry out assessment for courses. Includes designing assessment tools and criteria, marking assessments, ensuring adequate moderation, providing written/oral feedback; collating and providing final assessments of students.
f	Supervise UG and PG student projects and off-site teaching and teaching-related activities when required.
g	Carry out course evaluation, including facilitating student feedback, reflecting on own teaching design and delivery and implementing ideas for improving own performance.
h	Carry out pastoral role for students such as acting as personal tutor. If necessary, refer them to the appropriate authority for advice.
i	Carry out teaching-related administrative duties as allocated by the Director of Studies.
j	Engage in knowledge transfer, continuous professional development, consultancy and other forms of external engagement, as appropriate.
k	Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
l	Develop ideas for improving the learning environment, teaching and/or assessment and feedback methods.
m	Engage in professional development in relation to teaching, learning and assessment, including the use of an evidence-informed approach, which utilises the outcomes of research and scholarship, to enhance practice.
n	Contribute to outreach and/or Widening Participation activity within the Department, Faculty/School or University.
o	Advise and support colleagues with less experience and advise on academic and personal development.

p	Participate in internal initiatives/events to the benefit of the University e.g. open days, outreach activities, student placements.
d	Act as supervisor for the work of others where appropriate.

Special conditions

The appointment is subject to three years' probation and successful completion of the Bath Course in Enhancing Academic Practice (Bath Course). Individuals may be granted exemption from the Bath Course and/or probation at the University's discretion.

Person Specification

Criteria	Essential	Desirable	Examples measured by
Qualifications			
PhD or equivalent in relevant discipline	√		AF
UG degree in relevant discipline or equivalent qualification/experience	√		AF
Membership of professional body (e.g. IET, CEng)		√	AF
Higher education teaching qualification or professional recognition (e.g. PGCert, FHEA or equivalent)		√	AF
Experience/Knowledge			
Demonstrates recognisably high quality teaching technique.		√	AF/Int
Demonstrates depth and breadth of understanding of subject matter at a complex conceptual level.	√		AF/Int
Has a sound understanding of academic processes and university regulations associated with teaching.	√		AF/Int
Experience in a similar post.		√	AF/Int
Skills			
Excellent written and verbal communication skills including presentation skills.	√		AF/Int
Excellent interpersonal skills, communication style and team working.	√		AF/Int
Provides a stimulating learning environment with insights from research or practice.	√		AF/Int
Ability to take full responsibility for the design, delivery and coordination of teaching programmes.	√		AF/Int
Ability to develop and prepare own teaching materials.	√		AF/Int
Ability to recognise those having difficulties, intervene and provide help and support.	√		AF/Int
Excellent organisational and administrative skills.	√		AF/Int
Ability to form positive working relationships.	√		AF/Int

Attributes			
Commitment to providing the highest quality experience for students.	√		AF/Int
Enthusiasm and self-motivation.	√		AF/Int
Ability to engage and encourage active participation by students.	√		AF/Int
Ability to exercise initiative and be proactive.	√		AF/Int
Commitment to working within professional and ethical codes of conduct.	√		AF/Int