



Job Description

Job title	Teaching Fellow in International Education and Development 0.8 Fixed Term
Department/School	Education
Job family	Education and Research
Grade	7
Reporting to	Head of Department, Deputy Head of Department and Director of Studies MA TESOL
Responsible for	
Location	University of Bath premises

Background and context

The Department of Education offers one undergraduate programme (Education with Psychology) as well as a range of postgraduate taught programmes (the full-time MA TESOL, full-time MA International Education and Globalisation, full-time Master of Research (MRes) and part-time MA Education), and two doctorates (the PhD and the Doctor of Education (EdD)). Teaching is informed by research, and the work of research-active staff is focused around four clusters: Internationalisation and Globalisation of Education; Language and Educational Practices; Educational Leadership, Management and Governance; Learning, Pedagogy and Diversity.

Job purpose

The post-holder will contribute to the teaching and assessment of academic programmes of the Department of Education at undergraduate level and postgraduate level. In particular, the post-holder will contribute to the BA in Education with Psychology; MA in Internationalization and Globalization; MA in Education and our doctoral programmes.

He/she may be asked to provide advice and support to students, acting as a Personal Tutor.

He/she may be asked to supervise taught postgraduate student dissertations, and to take on teaching-related management and administration duties.

Whilst it is expected that teaching will be informed by research/professional

expertise, there is no research component to this 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.

1 Teaching

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| a | Prepare and deliver lectures, tutorials and/or seminars, with associated assessments, within an existing course framework.

Includes preparing teaching materials, communicating subject matter clearly, supporting students' studies and encouraging debate to develop rational thinking as appropriate to the unit being taught. |
| b | Participate in the review of taught postgraduate units and programmes and contribute to degree scheme reviews as appropriate within the Department of Education. |
| c | Supervise the dissertation work of masters and undergraduate students, as appropriate. |
| d | Take responsibility for setting and assessment of coursework and examinations, including marking and providing written/oral feedback across all years of the programmes. |
| e | Carry out course evaluation including facilitating student feedback, reflecting on own teaching design and delivery and implementing ideas for improving own performance. |
| f | Deal with student queries about the content and delivery of a unit as well as providing advice and ideas to them where necessary. |
| g | Co-ordinate the work of teaching assistants, where applicable. |
| h | Plan and prioritise own work and forward plan for teaching. |

2 Management and Administration

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| a | Act as personal tutor to students, as required. |
| b | Management, administrative and pastoral care duties, including attending meetings, unit and programme boards, report writing. |
| c | Assist with other activities (e.g. negotiating and arranging placements, participating in placement visits, undertaking widening |

	participation/outreach/schools liaison or similar academic administrative duties) as required.
d	Contribute to outreach and/or Widening Participation activity within the Department, Faculty and/or University.
e	Such other duties as may be reasonably required within the grade.

Special conditions

<p>All appointments to Teaching Fellow posts are subject to one year's 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.</p>
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Person Specification

Criteria	Essential	Desirable
Qualifications		
Doctorate in a relevant subject or some relevant academic teaching experience or relevant professional knowledge	√	
Masters degree or equivalent level qualification or equivalent professional expertise	√	
Higher education teaching qualification or professional recognition (e.g. PGCert, FHEA or equivalent)		√
Experience/Knowledge		
Should have demonstrated that they have appropriate subject knowledge and communication skills to enable them to perform the teaching duties required of them	√	
Sufficient breadth and depth of knowledge to contribute to course development and scholarship activities	√	
Demonstrates good teaching technique	√	
Capable of context setting and handling conceptual frameworks	√	
Skills		
Plan and prioritise own workload, including preparation of teaching materials	√	
Ability to assess and mark student coursework and provide feedback	√	
Familiarity with working with e-submissions and use of Moodle		√
Well developed interpersonal skills and interactive capability		√
Ability to recognise those having difficulties, intervene and provide help and support		√
Attributes		
Act as a good role model	√	
Ability to work as part of a team	√	
Enthusiasm and self-motivation	√	

Ability to encourage active participation by students		√
Ability to exercise initiative and be proactive		√