Job Description

Job title	Teaching Fellow
Department/School	Computer Science
Job family	Education and Research
Grade	7
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 UG, PGT, PGR, online and degree apprenticeship programmes. The work of the successful applicant will include contributing to the delivery of our curriculum.

Job purpose
To assist in the delivery of programmes, including the preparation of teaching material, assessment and marking of coursework. Undertake seminars, tutorials and group work, as necessary. Deliver lectures as required. Provide advice and support to students. Supervise student projects and carry out teaching-related administration 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.

1	**Teaching**
a	Prepare and deliver lectures, tutorials, seminars, practical classes and online learning activities – as appropriate to the department and discipline – on a defined, specific and sometimes specialist subject (undergraduate or postgraduate), 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 undergraduate and taught postgraduate units and programmes and contribute to degree scheme review as appropriate within the Department/School.

c	Supervise the project work of undergraduate students and Masters project students where 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 and professional development advisors, where applicable.
h	Plan and prioritise own work and forward plan for teaching.
2	**Management and Administration**
a	Act as personal tutor to undergraduate and/or Masters level postgraduate students.
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, undertake 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/School or University.
e	Such other duties as may be reasonably required within the grade.

Special conditions
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.

Person Specification

Criteria	Essential	Desirable
Qualifications		
PhD in a relevant subject or some relevant academic teaching experience or relevant professional knowledge		√
UG degree or equivalent level qualification or equivalent professional expertise	√	
Membership of professional body (e.g. IET, CEng)		√
Higher education teaching qualification or professional recognition (e.g. PGCert, FHEA or equivalent)		√
Experience/Knowledge		
Established clinical track record commensurate with stage of career	√	
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 courseworks and examinations and provide feedback	√	
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		√