



Job Description

Job title	Teaching Fellow
Department/School	Economics
Job family	Education and Research
Grade	7
Reporting to	Director of Learning and Teaching/ Head of Department
Responsible for	May coordinate the work of less experienced Teaching Fellows, casual staff and/or postgraduate tutors or demonstrators
Location	University of Bath premises

Background and context

The Department of Economics is recognised both for its high research quality and the excellent employability of our graduates due to a long-established scheme of one-year industry placements. Our research covers all core areas of economics. It informs student learning and encourages the interaction between academia and wider society. We offer undergraduate degrees in Economics (and joint honours with Politics and Mathematics), as well as postgraduate degrees in Economics, Economics & Finance, and Applied Economics. We are consistently ranked among the top ten economics department in the country.

In order to maintain our reputation for teaching excellence and to further enhance the academic and employability skills of our students, we are keen to hire a teaching fellow to assist in the delivery of our undergraduate and postgraduate programmes. This will involve teaching small groups, lecturing and delivering support on undergraduate and postgraduate courses as well as administrative, assessment and exam duties as required. This post will support learning and teaching enhancement projects with a focus on employability and developing the work placement scheme.

Job purpose

Prepare and deliver teaching of whole or parts of undergraduate or taught postgraduate units in the Department of Economics. This will include preparation of teaching material; delivery of lectures, seminars, tutorials, laboratory classes and group work; assessment and marking of essays, problem sets, coursework

and dissertations. Occasionally, the postholder may be required to teach for other Departments in the Faculty.

Provide advice and support to students, including acting as 'Personal Tutor'.

Supervision of undergraduate or taught postgraduate student projects and teaching-related management and administration duties.

Visiting students on work placement and associated duties.

As the Department moves towards a richer variety of assessment practices involving online materials, the postholder will have a substantial input in the design and implementation of such practices.

Whilst it is essential that teaching will be informed by research/professional expertise, there is no research component to this role.

Carry out a significant management and leadership role within the Department or Faculty such as Director of Studies; lead on Admissions for a large course; carry out a Faculty/University wide role in innovation or outreach.

Contribute effectively to University wide developments and innovation in the design and delivery of teaching.

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 | <p>Deliver high quality teaching to undergraduate and postgraduate students which is informed by significant professional expertise gained via practice, research/study and extensive teaching experience.</p> <p>Includes designing units of study and their assessment regimes, identifying learning objectives and teaching methods, developing materials and resources, including materials for use online, communicating subject matter clearly and encouraging debate.</p> <p>Provide appropriate responses to student interventions during teaching, responding to questions within and outside class times and react pro-actively and positively to changes in course content or delivery.</p> |
| b | <p>Design, implement and evaluate teaching and learning packages, participate in the development and modernisation of the curriculum, taking a lead in parts of this activity.</p> |

c	Design, implement and evaluate assessment tools and criteria for courses, mark assessments, ensuring adequate moderation, providing written or oral feedback as appropriate. Mark final assessments as required.
d	Supervise undergraduate and postgraduate level student projects and field trips as required
e	Engage pro-actively in on-going professional development both in own subject and in teaching and learning. Act as mentor for more junior teaching fellows or casual teaching staff. May include involvement in professional or teaching and learning networks within and outside the University.
f	Take a lead role in programme evaluation, including facilitating student feedback, reflecting on own teaching design and delivery and implementing ideas for improving own performance.
2	Management and Administration
a	Carry out a significant management and leadership role within the Department or Faculty/School such as Director of Studies or undertake another significant activity to contribute to the overall strategic management/direction of the department. Take lead on innovations which have impact at the level of the Department or Faculty. May be asked to represent the teaching interests of the Department at Faculty or University level meetings.
b	Take the role of Senior Tutor or other major pastoral role for students. Maintain a knowledge and awareness of student support services and be able to identify student behaviour which is of concern or where support is needed and refer students on appropriately for assistance as necessary.
c	Carry out teaching-related management duties or other duties within the grade as allocated by the Head of Department, Director of Teaching or other designated line manager.

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	Examples measured by
Qualifications			
A first degree and PhD in a relevant subject or equivalent level qualification or experience gained through extensive industrial or professional practice or University level teaching.	✓		
Experience/Knowledge			
Demonstrates recognisably high quality teaching technique (as evidenced by teaching observations, student feedback scores)	✓		
Demonstrates depth and breadth of understanding of subject matter at a complex conceptual level.	✓		
A sound understanding of academic processes and university regulations associated with teaching/ teaching quality.		✓	
Extensive University teaching experience & undertaking management roles in teaching or significant relevant professional experience		✓	
Skills			
Provides a stimulating learning environment with insights from research or practice.	✓		
Ability to take full responsibility for the design, delivery and co-ordination of teaching programme(s).	✓		
Must be capable of context setting and handling conceptual frameworks.	✓		
Must have excellent interpersonal skills and interactive capability.	✓		
Ability to develop and prepare own teaching materials.	✓		
Ability to recognise those having difficulties, intervene and provide help and support.	✓		

Attributes			
Ability to engage and encourage active participation by students in own learning.	✓		
Reflective about own practice and able to pro-actively work to improve	✓		
Commitment to professional development in own subject and in teaching & learning	✓		
Able to make a strong contribution to all aspects of the life of the Department	✓		
Commitment to working as part of a team and approaching tasks flexibly and collaboratively	✓		