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**Job Description**

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| **Job title:** | **Temporary Teaching Fellow in Organic Chemistry** |
| **Department/School:** | **Department of Chemistry** |
| **Grade:** | **7** |
| **Location:** | **Claverton Down Campus** |

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| **Job purpose:** |
| This is a two-year fixed term position to cover elements of organic chemistry teaching. The post holder will:   * Assist in the delivery of teaching of whole or parts of units. The role will involve the preparation and delivery of teaching material, and assessment of the units involved. * Undertake seminars, tutorials, laboratory supervision and group work. * Coordinate practical chemistry provision. * Carry out teaching-related administration. * Contribute to the delivery of departmental outreach activities.   Informal enquiries should be sent by e-mail to the Head of the Organic Section, Dr Simon Lewis at s.e.lewis@bath.ac.uk. |

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| **Reports to:** |
| Professor Andrew Burrows (Head of Department) in the Department of Chemistry. |

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| **Staff management responsibility:** |
| There is no staff management responsibility associated with this post. |

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| **Special conditions:** |
| Comply with the University of Bath Quality Assurance Codes of Practice, for example, 9 16, 33 & 53 where applicable. |

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| **Main duties and responsibilities:** | |
| Precise duties will be defined by the Head of the Organic Section in conjunction with the Director of Teaching and the Head of Department. These will include the following: | |
| 1 | Delivery of tutorials, seminars and practical courses in organic chemistry to both UG & PG students, with associated marking, within an existing programme framework. This includes preparing teaching materials and communicating subject matter. |
| 2 | Responsibility for assessment of coursework, including marking and providing written/oral feedback. |
| 3 | Carrying out course evaluation including facilitating student feedback, reflecting on own teaching design and delivery and implementing ideas for improving own performance. |
| 4 | Dealing with student queries about the content and delivery of material as well as providing advice and ideas to them where necessary. |
| 5 | Carrying out administrative duties such as recording student attendance at classes and report any problems to the relevant Director of Studies; attending meetings, relevant unit and programme boards; and report writing. |
| 6 | Carry out coordination activities relating to the running of the practical courses. |
| 7 | Other administrative or pastoral care duties, as required. |

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**Person Specification**

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| **Criteria** | **Essential** | **Desirable** | **Assessed by** | | |
|  |  |  | A/F | I/T | R |
| **Qualifications:** |  |  |  |  |  |
| A degree in Chemistry (ideally an MChem from an RSC accredited degree programme). | √ |  | √ |  |  |
| A PhD (or about to complete a PhD) in any aspect of synthetic organic chemistry. | √ |  | √ |  |  |
| **Experience/Knowledge:** |  |  |  |  |  |
| Academic experience or substantial recognised professional experience in synthetic organic chemistry. |  | √ | √ |  | √ |
| Previous contributions to the teaching on chemistry programmes, perhaps as a demonstrator. | √ |  | √ |  | √ |
| Appropriate subject knowledge and communication skills to enable performance of the required teaching duties. | √ |  | √ | √ | √ |
| Sufficient breadth and depth of knowledge to contribute to course development and scholarship activities. | √ |  | √ | √ | √ |
| Good teaching technique. | √ |  | √ | √ | √ |
| Capability of context setting and handling conceptual frameworks. | √ |  | √ | √ |  |
| **Skills:** |  |  |  |  |  |
| The ability to plan and prioritise own workload, including preparation for teaching materials. | √ |  |  | √ |  |
| The ability to assess and mark student coursework and provide feedback. | √ |  |  | √ | √ |
| Well-developed interpersonal skills and interactive capability. | √ |  |  | √ |  |
| The ability to recognise those having difficulties, intervene and provide help and support. |  | √ |  | √ |  |
| **Attributes:** |  |  |  |  |  |
| Acting as a good role model | √ |  |  | √ |  |
| Able to work as part of a team | √ |  |  | √ |  |
| Enthusiastic and self-motivated | √ |  |  | √ |  |
| Able to encourage active participation by students. |  | √ |  | √ |  |
| Able to exercise initiative and be proactive. |  | √ |  | √ |  |

Code: A/F – Application form, I/T – Interview/Test, R - References