

## Job Description

<b>Job title</b>	Teaching Fellow
<b>Department/School</b>	Department of Architecture and Civil Engineering
<b>Job family</b>	Education and Research
<b>Grade</b>	8
<b>Reporting to</b>	Head of Department/Group
<b>Responsible for</b>	May coordinate the work of Teaching Assistants, where applicable
<b>Location</b>	University of Bath premises

### Background and context

The Department of Architecture & Civil Engineering is internationally renowned and ranked consistently highly in subject league tables.

The Department is committed to supporting excellence in both research and teaching. It offers programmes in Architecture, Civil Engineering and Civil & Architectural Engineering, as well as broad range of PGT programmes (<http://www.bath.ac.uk/ace/>).

This post is intended to make a contribution to teaching capacity in the field of Civil Engineering. The post-holder will be expected to make a significant contribution to teaching at undergraduate and postgraduate levels as appropriate, inspiring some of the brightest students in the country. Design experience is essential. Therefore applicants with experience in engineering practice and, in particular, in transport infrastructure, structural design and/or architectural engineering are encouraged.

The Department's efforts to meet its objectives are supported by a number of management and leadership tasks which are distributed amongst the members of academic staff. The jobholder will be expected to contribute to these tasks as appropriate.

The jobholder is expected to display an attitude of collaboration and collegiality both with existing members of the Department and the wider community.

### Job purpose

The post-holder will contribute to the development, teaching and assessment of academic programmes within the Department of Architecture and Civil Engineering at undergraduate and postgraduate levels. In particular, the post-holder will contribute to the full-time Undergraduate BEng and MEng programmes in Civil Engineering and Civil & Architectural Engineering (which will be replaced by Structural & Architectural Engineering in the near future). The particular combination of units to be offered across the programmes will depend upon the post-holder's knowledge and experience but design studio teaching (with and without collaboration with architecture students) and co-ordination will be expected.

They may be required to provide advice and support to students.

They will be expected to take on teaching-related management, leadership and administrative duties.

## 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.

<b>1</b>	<b>Teaching</b>
a	Design, plan and implement effective and inclusive teaching and supporting learning activities.
b	Teach across a range of modules/units or within a subject area using appropriate teaching, learning support and assessment methods and technologies.
c	Assess the work and progress of students and provide them with constructive feedback.
d	Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
e	Develop ideas for improving the learning environment, teaching and/or assessment and feedback methods.
f	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.
g	Contribute to outreach and/or Widening Participation activity within the Department, Faculty or University.
<b>2</b>	<b>Management and administration</b>
a	Undertake internal roles of responsibility e.g. contribute to committees and working parties, act as Admissions Tutor or Director of Studies.
b	Advise and support colleagues with less experience and advise on academic and personal development.
c	Participate in internal initiatives/events to the benefit of the University e.g. open days, outreach activities, student placements.
d	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
<b>Qualifications</b>		
Undergraduate degree in Civil Engineering or equivalent qualification/experience	√	
PhD in Geotechnical Engineering or similar field		√
Chartered Engineer or equivalent status		√
Fellow of the Higher Education Academy		√
<b>Experience/Knowledge</b>		
Should have demonstrated that they have appropriate subject knowledge and communication skills to enable them to perform the teaching duties required of them	√	
Experience of working in civil engineering design practice, collaboration with other industry professionals (e.g. architects) and understanding of design drivers.	√	
Demonstrates depth and breadth of understanding of subject matters at a complex conceptual level	√	
Experience of teaching at UG/PG level	√	
Experience of conceptual design and development of design briefs	√	
<b>Skills</b>		
Excellent written and verbal communication skills including presentation skills	√	
Excellent interpersonal skills, communication style and team working	√	
Excellent organisational and administrative skills	√	
Ability to form positive working relationships within the University, community, business and other partners		√
Plan and prioritise own workload, including preparation of teaching materials.	√	
<b>Attributes</b>		
Commitment to excellence teaching and to providing the highest quality experience for students	√	
Commitment to working within professional and ethical codes of conduct	√	
Enthusiasm and self-motivation	√	
Ability to encourage active participation by students.		√
Ability to exercise initiative and be proactive	√	