

Candidate Information

Position:	Teaching Fellow
School/Department:	School of Psychology
Reference:	21/109421
Closing Date:	Thursday 9 December 2021
Salary:	£34,304 - 40,927 per annum.
Anticipated Interview Date:	Monday 20 December 2021
Duration:	9 months

JOB PURPOSE:

You will support the delivery of high-quality Psychology teaching, at undergraduate and postgraduate level, with specific emphasis on the development and delivery of tutorial materials that complement lecture content, marking student work, and providing appropriate feedback. In addition you will act as a supervisor for undergraduate and/or MSc student research projects and assist in the delivery of laboratory classes.

This role offers an unique opportunity for an individual to develop key skills in student teaching, assessment and engagement, in preparation for an academic career.

The posts are offered on a flexible working basis in line with the School's teaching requirements, details of which can be discussed with the successful candidates.

MAJOR DUTIES:

Teaching:

1. To deliver a range teaching and assessment activities at undergraduate and postgraduate level, with a specific emphasis on academic skills development and research methods.
2. To develop and deliver tutorial content in support of the core curriculum.
3. To support laboratory-based teaching and assessment.
4. Provide supervision for undergraduate and postgraduate student research projects.
5. Assess the work and progress of students by reference to pre-defined criteria, and provide constructive and timely feedback in line with School procedures in order to promote a high-quality student learning experience.
6. Seek ways of improving student performance and experience, specifically through the promotion of emerging tools and techniques by reflecting on teaching and assessment design and delivery by obtaining and analysing feedback.

Administration/Contribution to the Community:

1. Contribute to the School's outreach strategy by supporting recruitment or outreach events.
2. When appropriate, provide pastoral care and guidance for students, particularly personal tutees, to ensure that all issues are dealt with in a timely, sympathetic and effective manner.
3. Carry out designated routine School administrative duties, including being responsible for the record-keeping associated with teaching, assessment and supervision.
4. Be a member of the School's Examination Board

Planning and Organising:

1. Plan and manage own workload to effectively meet work deadlines as agreed with Programme Director(s) and Year Leads.
2. Plan teaching resources, tutorials, and laboratory classes to the required academic standard.

Internal and External Relationships:

1. Develop internal and external links appropriate to teaching and professional activities.

2. Work effectively as a member of the School Academic staff and contribute to the School Board, Examination Board, and such other committees relevant to teaching and administrative duties.

ESSENTIAL CRITERIA:

1. Undergraduate degree in Psychology accredited by BPS, or equivalent.
2. Have or be about to obtain a relevant PhD in the area of Psychology relevant to the post (data collection for PhD must be completed at time of application and PhD submitted within 6 months of application).
3. Demonstrable experience delivering teaching to Psychology undergraduate or postgraduate students, which may include laboratory demonstration, lecturing, or tutorial delivery.
4. Proven ability to deliver complex information both oral and written.
5. Proven ability to work effectively as part of a team.
6. Ability to independently generate ideas for and supervise viable research projects suitable for student projects.
7. Motivated to provide high quality teaching and pastoral support for psychology students.
8. Effective interpersonal skills necessary to liaise with students, colleagues and external stakeholders.
9. Proven ability in planning and organising resources and delivering to tight timelines.

DESIRABLE CRITERIA:

1. PhD awarded.
2. Experience of supervising undergraduate or postgraduate student research projects.
3. Experience of marking student work and providing appropriate feedback.
4. PGCHET (or equivalent) and/or membership of an appropriate professional and/or teaching body eg. AdvanceHE Fellowship.
5. Ability to design course materials and to plan and organise the delivery and assessment of taught courses in own specialism