

Teaching Fellow

Job Ref: REQ180340

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Applicants are welcome to apply for these posts as part of a job share however, please note that if either job-share party decides to leave the role, we will endeavor to fill the relevant part of the job share. If we are not able to cover the hours with a replacement, we reserve the right to finish the job share and recruit to the full-time hours.

Job Description

Job Grade

Specialist and Supporting Academic Grade 7

Job Purpose

This is a teaching post, supporting learning and teaching within the School in the area of Innovation and Entrepreneurship

Job Duties

Teaching

- To lead modules and contribute to teaching, assessment and the design and development of materials in Innovation and Entrepreneurship.
- To teach and inspire postgraduate students and to conduct associated assessments.
- To provide academic and pastoral support to postgraduate students.
- To promote the use of a range of methods and techniques in teaching, learning and assessment.
- To engage in the evaluation and development of modules for which you have responsibility, in terms of content, delivery and assessment.
- To be responsible for content of specific areas of teaching and learning within the Institute's postgraduate programmes.
- To cooperate with colleagues in the continuous review and development of the Institute's taught programmes and the curriculum.

Related Activities and Functions

- To work effectively with relevant administrative, technical and academic staff in the Institute and across the University.
- To carry out specific administrative roles and functions as may be reasonably required e.g. Responsible Examiner, Programme Co-ordinator, Personal Tutor, and Admissions Tutor.
- To engage in training programmes in the University (e.g. through Staff Development) which are consistent with your needs and aspirations and those of the Institute.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed

Special Conditions

This post will be based at Loughborough University's London Campus on the Queen Elizabeth Olympic Park. The successful candidate should have a willingness to travel to Loughborough University's main campus for meetings, research and training.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Dean of Loughborough University London

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

Stages of assessment are as follows:

1 – Application

2 – Test/Assessment Centre/Presentation

3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	An outstanding educational profile up to and including first degree and/or Masters in business/management/finance	1,3
	To have or be working towards a PhD in a related area	1,3
	Experience of teaching at Higher Education level	1,3
	Familiarity with teaching diverse student groups	1,2,3
Skills and abilities	The ability to lead modules and contribute to teaching, assessment and the design and development of materials in the field of Innovation and Entrepreneurship	1,3
	Ability to teach and supervise postgraduate students in areas consistent with the Institute's teaching or research programme	1,2
	Ability to teach and supervise postgraduate students in an area consistent with the Institute's (and School's) teaching or research programme	1,2
	Ability to provide tutorial and counselling advice to students	1
	Ability to work independently and as part of a team	1
	Excellent communication skills	2
Training	Willingness to undertake appropriate further training and to adopt new procedures as and when required	1
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of undertaking curriculum reviews and developing curricula or of other similar projects	1,3
	Experience of supervising and providing academic support and advice to students	1,3

Conditions of Service

The position is full time and open ended. Specialist and Supporting Academic Grade 7, £39,992-£47,722 per annum, plus £3,085 London Weighting per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grades 6 & Above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available [here](#).

Loughborough University London Staff are eligible to apply for an interest free season ticket loan and corporate gym membership.

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see

<http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Professor Mike Caine, Dean of Loughborough University London by emailing M.p.Caine@lboro.ac.uk

Applications

The closing date for receipt of applications is **30th May 2018**.