

ACADEMIC PROFILE

TEACHING & SCHOLARSHIP LEVEL 2

ROLE PURPOSE

Teach as a member of a teaching team within an established programme of study.

PRINCIPAL DUTIES

1 Collaborate with academic colleagues on the module development and curriculum changes

2 Identify student learning needs and provide appropriate teaching to meet requirements

3 Develop appropriate teaching materials, methods and approaches

4 Plan and manage own teaching, scholarship and administrative tasks

5 Provide appropriate assessment and supervision of student work and provide constructive feedback

ACTIVITIES	EXAMPLES OF ROLE REQUIREMENTS
1 Communication	Deal with routine communication using a range of media. Communicate complex information, orally, in writing and electronically. Preparing proposals and applications to external bodies, eg for funding and accreditation purposes. Communicate material of a specialist or highly technical nature.
2 Teamwork and motivation	Collaborate with academic colleagues on course development and curriculum changes. Attend and contribute to subject group meetings.
3 Liaison and networking	Liaise with colleagues and students. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration. Join external networks to share information and ideas.

4 Service delivery	<p>Identify learning needs of students and define appropriate learning objectives.</p> <p>Collaborate with colleagues to identify and respond to students' needs.</p>
5 Decision making P and O	<p>Share responsibility in deciding how to deliver modules and assess students.</p> <p>Contribute to collaborative decision making with colleagues on academic content, and on the assessment of students' work.</p>
6 Planning and organising resources	<p>Agree responsibilities.</p> <p>Manage own teaching, scholarly and administrative activities, with guidance if required.</p> <p>Could be expected to supervise students' projects, fieldwork and placements.</p> <p>Use teaching resources and facilities as appropriate.</p> <p>Plan and manage own teaching and tutorials as agreed with mentor.</p>
7 Initiative and problem solving	<p>Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities.</p> <p>Respond to pedagogical and practical challenges.</p>
8 Analysis and research	<p>Maintain student records</p> <p>Carry out literature and database searches to develop teaching material and techniques</p>
9 Sensory and physical demands	<p>Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work and will involve carrying out tasks that require the learning of certain skills.</p> <p>Balance with help the competing pressures of teaching scholarship and administrative demands and deadlines.</p>
10 Work environment	<p>Is required to be aware of the risks in the work environment and their potential impact on their own work and that of others.</p>
11 Pastoral care and welfare	<p>Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.</p> <p>Appreciate the needs of individual students and their circumstances.</p> <p>Act as personal tutor, giving first line support.</p> <p>Refer students as appropriate to services providing further help.</p>

12 Team development	Carry out induction and provide support to new members of the team.
13 Teaching and learning support	<p>Teach as a member of a teaching team in a developing capacity within an established programme of study, with the assistance of a mentor if required.</p> <p>Teach in a developing capacity in a variety of settings from small group tutorials to large lectures.</p> <p>Transfer knowledge in the form of practical skills, methods and techniques.</p> <p>Ensure that content, methods of delivery and learning materials will meet the defined learning objectives.</p> <p>Develop own teaching materials, methods and approaches with guidance</p> <p>Develop the skills of applying appropriate approaches to teaching, Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.</p> <p>Supervise the work of students, provide advice on study skills and help them with learning problems.</p> <p>Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.</p> <p>Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.</p> <p>Act as a mentor for students in capacity of personal tutor.</p>
14 Knowledge and experience	<p>Reflect on practice and the development of own teaching and learning skills.</p> <p>Possess sufficient breadth or depth of specialist knowledge in the discipline to work within established teaching programmes.</p> <p>Engage in continuous professional development.</p> <p>Able to engage the interest and enthusiasm of students and inspire them to learn.</p> <p>Understand equal opportunity issues as they may impact on academic content and issues relating to student need.</p>