**Vacancy ref:**

**<FACULTY/ SCHOOL>**

JOB DESCRIPTION

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| **Title:** | Senior Teaching Fellow |
| **Department:** |  |
| **Grade:** | Grade 8 |
| **Salary:** |  |
| **Hours:** |  |
| **Contract Length:** |  |
| **Reporting to:** |  |
| **Location:** | > although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service. |
| **Introduction:** | The appointed person will be expected to make broad contributions to the academic work of the School of………. |

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| **Purpose of the role** |
| To design and deliver of a range of high quality teaching materials. Make a significant contribution to the planning, design and development of programmes and take responsibility for the management of teaching. Engage in relevant scholarship, research, and professional and knowledge exchange activities. Carry out assigned administrative tasks. |
| **Teaching and Learning** |
| * Design and deliver teaching material across a range of modules or within a subject area. * Set, mark and assess assignments and examinations and provide timely and constructive feedback to students. * Identify needs and develop effective approaches to teaching and learning that are innovative for the subject or school and reflect evolving practices elsewhere. * Produce teaching materials informed by current research and scholarship that motivate and inspire student learning. * Supervise and provide support and guidance for student learning activities, such as work-based learning, student projects, field trips and where appropriate, placements. * Provide academic support and guidance for students. Act as personal tutor to a group of students. * Contribute to the enhancement of the student experience outside of the learning environment to build cohort identity and sense of community. * Lead on/contribute to module/programme development. * Contribute to the successful development of curricula and teaching methods in the School. * Reflect on teaching practices and contribute, through appropriate fora, to the enhancement of teaching quality. * Participate in the accreditation of courses and quality assurance and enhancement processes. |
| **Research and Scholarship** |
| * Engage in subject, professional and pedagogy activity as required to support teaching activities. * Identify sources of funding and contribute to the process of securing funds for own scholarly activities, as appropriate. * Conduct individual or collaborative scholarly projects in the subject/pedagogical area. * Disseminate results of scholarship through appropriate channels. * Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities. Develop and produce learning materials. * Develop knowledge exchange activities establishing research and or educational links with industry and influencing public policy and the professions. |
| **Leadership and Management** |
| * Mentor colleagues with less experience and advise on personal development. * As leader of a module/ programme or significant sections of a programme, coordinate the work of other staff to ensure module, programme, enterprise or project is delivered to the standards required. * Plan, co-ordinate engagement projects; organisation of external activities such as student projects, field trips and industrial placements; manage or monitor engagement budgets and ensure effective use of resources. * Within the context of the role be responsible for administrative duties e.g. in areas such as admissions, timetabling, examinations, student attendance. |
| **Citizenship** |
| * Contribute to a supportive working environment and develop productive working relationships with other team members. * Support colleagues with less experience and advise on personal development; train/advise on own area of expertise where appropriate; coach and support colleagues in developing research. * Attend and make a positive contribution to relevant school meetings. Participate in and assist the work of committees, working parties and panels etc. * Effectively contribute to operational activity, process development, project work and organisational change. * Contribute to wider school/university activities e.g. open days, student welcome, graduation and clearing events. Actively support the recruitment of students. * Build internal and external links to enhance own teaching and learning activity. * Participate in institutional widening participation and outreach activities. * Develop an external engagement profile, engage with peers in own discipline both nationallyand internationally. * Act as an ambassador for the University in all interactions with current and prospective students, staff, visitors to the University, external partners, media and general public. * Promote the University’s values of an inclusive and diverse community. |
| **Values and Regulations** |
| * Any other duties commensurate with the grade as deemed necessary by the Director of >. * A commitment to LJMU’s values and regulations and Equality and Diversity Policy. * Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter. * Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities; the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of LJMU’s Environment and Sustainability Policy. * The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Strategic Management Team, are contained in Section 2 of the University’s Safety Management Code of Practice MCP1 Organisation for the Implementation of the Health and Safety Policy. * For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects. |

**PERSON SPECIFICATION**

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

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| **Essential Factors** | **Evidence** |
| An honours degree or postgraduate degree in a related discipline. | *Application* |
| PhD level or other equivalent qualification, or appropriate level of experience, as appropriate to discipline. | *Application* |
| HE teaching qualification **or** commitment to enrol and complete the LJMU PGCertLTHE programme in the three year induction plan. | *Application and*  *interview* |
| Ability to teach at undergraduate and postgraduate levels in relevant lectures, tutorials and seminars and to supervise postgraduate students. | *Application,*  *interview and presentation* |
| Proven record of ability to conduct high quality research/scholarship which is reflected in the authorship of high quality publications or other research outputs. | *Application and*  *interview* |
| Record of identifying areas of research collaboration and the ability to form collaborations. | *Application and*  *interview* |
| Understanding of how the outputs of scholarship and research or professional body engagement can inform curriculum development in order to enhance the learning experience of students. Evidence of demonstrable engagement with the student experience. | *Application,*  *interview and presentation* |
| Ability to develop ideas and find ways of disseminating and applying the result of scholarship. | *Application and*  *interview* |
| Ability to initiate development in the curriculum and take responsibility for the effective and efficient delivery of teaching programmes/modules. | *Application and*  *interview* |
| Ability to undertake organisational and administrative tasks appropriate to working within Higher Education. | *Application and*  *interview* |
| Commitment to fostering a positive learning environment for students and of providing excellent pastoral and academic support to students. | *Application and*  *interview* |
| Ability to work both individually and as a member of research/ teaching team. | *Application and*  *interview* |
| Ability to use ICT as a research tool and to develop teaching materials. | *Application and*  *interview* |
| Excellent communication skills (oral and written), coupled with the ability to develop these skills in students. | *Application,*  *interview and presentation* |
| Excellent interpersonal skills and the ability to inspire and collaborate | *Application and*  *interview* |
| Commitment to LJMUs values and regulations, including equality and diversity policy. | *Application and*  *interview* |

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| **Desirable Factors** | **Evidence** |
| Experience of submitting applications for external funding through research grants and contracts, etc. | *Application and*  *interview* |
| Evidence of innovation in curriculum design and delivery, particularly through the use of technology enhanced learning | *Application and*  *interview* |
| Membership of a relevant professional or teaching body | *Application* |

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| **BENEFITS OF WORKING FOR US** |
| **Financial benefits:** Competitive salaries based on a low contractual 35 hour working week.  17.5% employer contributions to pensions for non-academic staff enrolled into Local Government Pension Scheme (LGPS).  26.8% employer contribution to pensions for teaching staff enrolled into the Teachers’ Pension Scheme (TPS). |
| **Work life balance:** Excellent annual leave provision.  30 days for support staff and 35 days for staff and senior managers grade 8 and above.  8 UK bank holidays and up to 5 University closure days between Christmas and New Year.  Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible. |
| **Health and wellbeing:** Regular wellbeing support initiatives throughout the year.  Access to a trained counsellor via Employee Assistance Programme (EAP).  Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing. |
| **Career Benefits:** Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning. |
| **Making a difference:** LJMU Climate Action - be at the forefront of initiatives to tackle climate change.  Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.  Opportunity to volunteer at graduation ceremonies, clearing and open days. |
| **Discounts and other benefits:** A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.  Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.  Massively discounted gym and fitness classes at the [**University Sport Building**](https://www.ljmu.ac.uk/ljmusport/ljmu-sport-and-physical-activity-department)**.** |

