

## Job Description

**Post title: Visiting Fellow**

**Hours per week: 37.5**

**If fixed term, state duration: 8 months (September 2021 – April 2022)**

**Immediate line manager:** CEO & Dean

**Job purpose:**

To teach law and to contribute to the development, assessment and management of academic programmes, provide academic supervision and pastoral support to students and undertake relevant extra-curricular activities including organising academic events and conferences.

**Key duties and responsibilities:**

The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

Principal Duties:

1. To teach and provide supervision at undergraduate and postgraduate levels on the LLB programme at the Institute of Law utilising appropriate teaching, learning, support and assessment methods. This will include undertaking marking, assessment and examination work and provision of timely feedback to students.
2. To contribute to the planning, design, development and review of modules and course content. Identifying areas for revision, improvement or innovation in order to meet student and/or industry expectations.
3. Responsibility for the delivery, leadership and assessment of own modules, including projects and dissertations.
4. Develop a range of approaches to teaching and learning which are innovative for the Institute and subject area which create interest, understanding and enthusiasm amongst students and reflect developing practice elsewhere, e.g. through the use of case studies. Gather evidence from colleagues or students in order to prepare reviews of academic activity. Collaborate with colleagues to identify and respond to students' needs.
5. Participate in the Institute's Appraisal process.
6. Responsibility for the pastoral care and motivation of students, supporting them in learning difficulties, and on occasion personal difficulties, ensuring that appropriate internal or external specialist support for the latter is sought.
7. To prepare, organise and assist with conferences, reading groups, student cultural visits, exhibitions, field trips and placements as appropriate and to attend all events, including Graduation days and recruitment events.
8. To undertake administrative duties appropriate to the post, including admissions, timetabling and adherence to Institute's procedures.
9. Attendance at team meetings as required and working cooperatively with the Academic and Administration team.

10. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined.

11. The postholder will be required to work flexibly and will need to undertake work in the evenings and at weekends

**Special requirements:**

Given the nature of the role, some evening and weekend work will be required subject to the needs of the business.

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All colleagues and staff are expected to comply with the Institute's policies in the performance of their duties.

<b>Job description drawn up by</b>	<b>Dr. Mark Humphreys</b>	<b>June 2021</b>
<b>Approved on behalf of the Board by</b>	<b>Jeremy Heywood</b>	<b>July 2021</b>