

Person Specification

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| Post Title | Visiting Teaching Fellow | |
| Attributes | Essential | Desirable |
| Knowledge | <p>Knowledge of approaches to teaching and learning in law</p> <p>Good knowledge of contemporary teaching practices within Higher Education</p> <p>A good knowledge of Microsoft 365 suite of products, working with Microsoft Office suite, including Outlook, Word, Excel and SharePoint</p> | <p>Understanding of key developments and trends in legal education.</p> <p>An understanding of legal research within the Higher Education Sector.</p> <p>Experience of working in a virtual learning environment (including Teams).</p> |
| Skills | <p>Highly collaborative team member with the ability to work somewhat independently as well as part of a team, as required. The ability to create and maintain strong working relationships</p> <p>Good interpersonal skills and an ability to communicate complex ideas effectively to students using a variety of teaching methods, thereby enhancing the student experience</p> <p>Excellent technical skills and fully conversant with appropriate industry standard software/professional practices.</p> <p>Ability to manage academic processes in a Higher Education environment.</p> <p>Good administrative, IT, and analytical skills.</p> | <p>Supervisory skills, including prior experience of research supervision.</p> |
| Experience | <p>Higher Education teaching experience and/or experience of professional legal practice.</p> <p>Experience supporting and/or mentoring students or colleagues.</p> <p>Experience setting and marking assessment and examinations.</p> | <p>Experience organising academic conferences or events.</p> <p>Experience supervising or commenting on research projects.</p> |
| Qualifications & Professional Recognition | <p>A first degree in law and a PhD (or be nearing completion of a PhD).</p> | <p>Master's qualification.</p> |
| Special Requirements | <p>Ability to work evenings and weekends as required</p> | |

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| Post Title | Visiting Teaching Fellow | |
| Attributes | Essential | Desirable |
| Competencies | <p>Organisation and delivery Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p> <p>Team working Collaborative team member who contributes to the Institute's wider development and who offers and seeks support.</p> <p>Communicating and influencing Communicates effectively with internal team members and external service providers, colleagues and students. Networks internally and is supportive of colleagues and students</p> <p>Creativity and Innovation Reviews, tests and implements new concepts, models and approaches to teaching and student support.</p> | <p>Making informed decisions Ensures optimum decisions are taken, following consultation with the CEO, Associate Dean and other colleagues, where necessary.</p> <p>Customer focus Works to identify student and team needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance student satisfaction.</p> |