

Job Description

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| Post Title: Teaching Fellow | Hours per week: 37.5 |
| Salary: £30,000 per annum, Fixed Term Contract (10 months), 0.6fte teaching and teaching-related activities, 0.4fte research and scholarship | |
| Immediate line manager: Associate Dean (Academic Programmes) | |

Job purpose:

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

Key duties and responsibilities:

1. To teach three academic modules on the CertHE/LLB/GDL programmes.
2. To contribute to the planning, design, implementation, and revision of learning activities.
3. Responsibility for the delivery, leadership, and assessment of own modules, including projects and dissertations.
4. To participate in the Institute's quality assurance mechanisms including the peer observation process.
5. Responsibility for the pastoral care of students and, where appropriate, signposting or referring students to internal and/or external support systems.
6. To contribute to extra-curricular activities including marketing and recruitment, conferences, reading groups, student cultural visits, exhibitions, field trips, placements, and graduation.
7. To undertake administrative duties appropriate to the post.
8. Attendance at academic and team meetings.
9. To work co-operatively with academic and professional colleagues.
10. Any other tasks which may reasonably be required within the duties and responsibilities of the post as defined.

Special requirements:

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

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