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**Job Description**

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| Job Title: | Teaching Fellow in Biomedical Sciences |
| Faculty/Professional Directorate: | FHS/HYMS |
| Subject Group/Team: | Centre for Biomedicine |
| Reporting to: | Head of Centre |
| Duration: | 12 months fixed term |
| Job Family: | Academic |
| Pay Band: | 7 |
| Benchmark Profile: | Teaching and Scholarship Band 7 |
| DBS Disclosure requirement: | No |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background and Context**

The HYMS Centre for Biomedicine is a thriving academic unit with many years’ experience in delivering a variety of Biomedical Science programmes at undergraduate and postgraduate level.

We are now looking to appoint a 1FTE Teaching Fellow initially for 12 months to support teaching on the externally accredited undergraduate Biomedical Science programme. The Centre’s Biomedical Science and Forensic Science undergraduate programmes have around 400 students and are delivered by 35 academic staff with a wide range of expertise in biomedical topics. Successful candidates will be allocated a mentor and will have access to development opportunities as part of the HYMS Health Professions Education Unit and Teaching Excellence Academy.

### Specific Duties and Responsibilities of the post

The role holder will be expected to undertake teaching and scholarly activities within the field of biomedical science that complement existing teaching particularly, but not exclusively linked to, Physiology and Molecular & Cellular Biology. The candidate would be expected to ensure the curriculum continues to meet present accreditation standards.

In your covering letter please refer directly to the criteria, given in the person specification below. Applications are assessed by the selection panel according to these criteria.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

The standard academic role at the University includes a combination of teaching, research, scholarship and administration. While all roles will combine these areas of work, the relative weight of each will vary from level to level and over time for individual role holders.

At this level post holders will provide teaching and undertake assessment in for a specified module or modules.

Staff at this level will teach as a member of a teaching team within an established programme of study, with the support of a mentor as per induction procedures.

The role holder may oversee postgraduate students and act as a personal tutor for students within the department.

**Main Work Activities**

### Teaching and Learning

* Teach in a variety of settings from small group tutorials to large lectures.
* Identify learning needs of students and define appropriate learning objectives.
* Ensure that content, methods of delivery and learning materials will meet the defined learning objectives.
* Develop own teaching materials, methods and approaches with guidance.
* Develop the skills of applying appropriate approaches to teaching.
* Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
* Translate knowledge of advances in the subject area into the course of study.
* Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
* Supervise the work of students, provide advice on study skills and help them with learning problems.

**Relationships and Team Working**

* Build internal contacts and participate in internal networks for exchange of information and to form relationships for future collaboration, for example faculty committees.
* Join external networks to share information and identify potential sources of funds.
* Collaborate with academic colleagues on course development, curriculum changes and the development of research activity.
* Attend and contribute to subject group meetings.
* May be expected to act as Module leader.
* Contribute to collaborative decision-making with colleagues on academic content, and on the assessment of students’ work.
* Share responsibility in deciding how to deliver modules and assess students.

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices. This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures
* Where a candidate cannot demonstrate experience of teaching and /or they do not already hold a Postgraduate Certificate in Academic Practice, they will be required to undertake a Postgraduate Certificate in Academic Practice if successful. Proven experience of teaching would include sufficient breadth or depth of specialist knowledge in the discipline and of teaching methods and techniques

**PERSON SPECIFICATION – Teaching and Scholarship Band 7**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | * A good degree and a PhD or equivalent in Biomedical Sciences or relevant discipline. | * Recognised professional accreditation where appropriate. | Application |
| **Work Experience**  Ability to undertake duties of the post | **Evidence of:**   * Ability to teach effectively at undergraduate and postgraduate level in a variety of teaching settings linked to biomedical science. * An emerging reputation for professional practice and scholarship. | * An emerging reputation of pedagogic development. | Application  Interview  Other |
| **Skills and Knowledge**  Includes abilities and intellect | **Evidence of:**   * A good knowledge and understanding of undergraduate and postgraduate Biomedical Science education. * A vision to develop new courses/modules to complement existing provision. * An understanding of the role of accreditation within Biomedical Science. * An ability to communicate complex conceptual ideas to widely divergent audiences. | • Involvement in accreditation activities within Biomedical Science. | Application  Interview  Other |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010) | **Evidence of**:   * A positive contribution to University activities and initiatives including outreach, Open Days, graduation ceremonies etc. and willingness to undertake administrative activities * Working in an open and transparent way, providing information and communicating effectively with colleagues * Collaborative working, particularly on interdisciplinary activities * Continuous Professional Development |  | Application  Interview  Other |