

Job Description: Teaching Fellow

Faculty:	Medicine, Health and Life Sciences
Department/Subject:	Psychology
Grade & Salary:	Grade 7 - £34,610 to £38,784 per annum pro rata together with USS benefits
Hours of work:	21 hours per week (0.6 FTE)
Contract:	Fixed term until end of September 2027
Location:	This position will be based at the Singleton Campus

Main Purpose of Post:	Swansea University is committed to providing the highest possible quality of teaching and student experience. This student-centred Teaching Fellow role is critical to delivering that commitment. The Teaching Fellow will be passionate about education and working with students and will be committed to enhancing the quality of teaching and the wider student experience. They will contribute to the delivery of excellent teaching and learning in a variety of ways and settings, such as, but not limited to, small tutorial groups, seminars and workshops, practical classes and field courses and large lectures. This may also include developing their own or updating existing teaching materials, setting and marking assessments and providing timely feedback to students. In addition, the Teaching Fellow may contribute to recruitment, outreach and other student-facing support activities. The Teaching Fellow should be available to deliver teaching and student-facing education during the university's stipulated core teaching timetable hours; support for non-traditional forms of education, recruitment and outreach activity, which may also require some out of hours work on evenings or weekends. The role of the Teaching Fellow is solely focused on the provision of high-quality education, student recruitment and an excellent student experience. As such, there is no expectation or allowance for the Teaching Fellow to undertake original research or scholarship, apart from that necessary to conduct their role effectively.
General Duties	General duties will include, as appropriate, some or all of: 1. Deliver high-quality teaching across a broad range of core and other material relevant to the discipline. 2. Develop own high-quality teaching & learning material 3. Contribute to the development and delivery of new and existing modules and programmes 4. Set and mark coursework, exams and other assessments as appropriate, providing impactful written and oral feedback to students 5. Act as a Personal Tutor 6. Support activities that enhance the overall student experience and deliver successful student outcomes, such as, but not limited to, student experience surveys, degree outcomes, retention and progression 7. Assist in the development of students' study skills, identifying and responding to cohort trends and individual needs 8. Supervise undergraduate and taught postgraduate dissertations and/or projects 9. Actively participate in open days and other student recruitment initiatives 10. Contribute to the outreach activities of the discipline 11. Such other education and student experience duties as may reasonably be required
Person Specification Criteria	
1. A degree in the relevant subject area 2. An appropriate post-graduate qualification, or equivalent relevant professional experience 3. Recognised teaching qualification, or a commitment to achieving this (e.g. the PG Cert in Higher Education) 4. Evidence of delivering excellent teaching and a high-quality learning experience for students, including use of Virtual Learning Environments	

5. Excellent written and oral communication skills
6. Excellent interpersonal skills, including the ability to communicate effectively with students, teachers, academics, and businesses and other organisations
7. Ability to work independently using own initiative, and also to work well as part of a team
8. Excellent organisational and time-management skills, with demonstrable ability consistently to meet challenging deadlines

Desirable Criteria

9. Experience of working in an Academic environment

Welsh Language:

Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.

For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](#).

