

| Job Details | |
|------------------------|---|
| Job Title: | Teaching Fellow (Infection Science) |
| School/Dept/Institute: | Immunobiology, Blizard Institute SMD |
| Reports to: | Centre Lead and Programme Director, Postgraduate Microbiology |
| Grade: | 5PRO Full Time |
| Appointment period: | 3 years |
| Current Location: | Whitechapel |

Job Context

The Blizard Institute delivers approximately 50% of the teaching which takes place in the Faculty of Medicine and Dentistry. It operates a taught programme portfolio of 38 undergraduate and postgraduate degrees, as well as contributing to the MBBS medical degree programme. Each degree programme maintains a high quality digital learning presence via QMplus, and several of the largest programmes are delivered entirely through this media via distance learning.

The Centre for Immunobiology, offers a suite of highly successful postgraduate programmes in microbiology and infection science as well as contributing to undergraduate medical and biomedical teaching. To further strengthen and develop our excellence in education we wish to recruit a Teaching Fellow to assist in both the academic management and delivery of our programmes.

The Teaching Fellow supports, teaches, advises and facilitates the learning of students in formal teaching sessions. These formal teaching sessions will include seminars, workshops, problem based learning and practical sessions. The Teaching Fellow will contribute to both undergraduate and postgraduate teaching. The Post graduate students include Clinicians, Clinical and Biomedical Scientists and recent graduates.

The postholder will be an integral member of the programme team, assisting in day to day decision making in activities such as admissions, recruitment, interviews, programme development and student supervision as well as contributing to teaching and assessment on these and other courses. There will be opportunities to develop research and scholarship in education, infection and immunobiology, in line with the aims of the programmes and the research remit of the Centre for Immunobiology

Job Purpose

To contribute to the delivery of high-quality teaching through:

- Teaching and the assessment of student achievement
- Managing the surrounding student support through e.g. feedback
- Contributing to the design of modules and their assessment
- Leading on relevant administrative tasks relevant to the module or programme
- Support student projects

Main Duties & Responsibilities

1. Design and prepare teaching materials for designated modules.
2. Organise and undertake teaching in the Centre of Immunobiology as agreed with the Centre Lead and Programme Director; this includes providing lectures, classes, seminars, and one-to-one supervision in a variety of combinations.
3. Carry out student assessment including continuous in-module assessment and assessment of lab-based/practical work where applicable.
4. Set and mark examinations and coursework as appropriate, including attending examiners' meetings.
5. Provide feedback to students, to enable them to assess their own performance and suggest learning objectives that will enable the student develop in the subject.
6. Prepare and run classes / seminars / tutorials / workshops or sessions of a practical, interactive nature as a follow-up from lectures, where applicable. This will use appropriate teaching, learning support and assessment methods.
7. Identify areas where current provisions are in need of revision or improvement and feed this into the programme review process.
8. Contribute to the planning, design and development of objectives and materials to be utilised in programme reviews.
9. Contribute to the accreditation of programmes and quality control processes, as appropriate.
10. Attend Centre for Immunobiology meetings as required as well other relevant QMUL meetings and boards, as agreed with the Centre Lead and Programme Director.
11. Comply with relevant QMUL policies and regulations regarding financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property, data protection or any other rules, regulations or codes binding on the member of staff.
12. Liaise with academic colleagues over collaborative teaching, in order to ensure efficient and successful programme delivery as appropriate.
13. Where appropriate, participate in and develop external networks to enhance the work of the Centre of Immunobiology. Examples could include networks contributing to student recruitment, securing placements, etc.
14. Participate in appraisal and career development activities related to the role, as appropriate. A commitment to continuing professional development is required.
15. Complete administrative tasks such as administering programme evaluation questionnaires, completing student progress reports, monitoring student attendance in classes, and taking in / returning coursework.
16. Attend, as appropriate, courses and seminars offered by QMUL in connection with professional development in teaching and research, including relevant induction courses.

Main Duties & Responsibilities

17. Work in a microbiology laboratory to carry out research and teaching duties; this will involve exposure to hazard group 2 micro-organisms and hazardous chemical agents within health and safety regulations.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

| Requirements | Essential / Desirable |
|--|-----------------------|
| Qualifications | |
| Postgraduate degree <i>and/or</i> relevant professional qualification <i>and/or</i> equivalent professional experience | E |
| | |
| Knowledge, Skills and Experience | |
| Experience of postgraduate teaching appropriate to the level of appointment or professional experience in a relevant discipline to that being taught | E |
| Knowledge of subject to post-graduate level | E |
| Ability to work independently and to show initiative | E |
| Ability to prioritise and balance competing demands | E |
| Responsive to feedback | E |
| Ability to present specialist material in a logical, coherent and interesting manner, both to students and to fellow specialists | E |
| Good written and oral communication skills | E |
| Good presentation skills | E |
| Good basic IT skills | E |
| Understanding of equal opportunities issues as they may impact on academic content and student need | E |
| Awareness of the risks in the work environment and the potential impact on colleagues and students, necessitating in some circumstances, the need to conduct risk assessments. | E |
| Flexible and co-operative approach to colleagues | E |
| Demonstrable ability to cope under pressure of teaching, administration and competing deadlines | E |
| Ability to meet specific physical requirements where work is based in a laboratory and requires the use of specialist equipment or hazardous substances. | E |
| Adjustments to this criterion may be possible if required by the post-holder under the Equality Act 2010. | |

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.

Appendix 1 – Blizard Institute Structure

