University of London
Job Specification

Job Title: Teaching Fellow (Laws)

Department: University of London Worldwide (UoLW)

Section: Undergraduate Laws

Level: 08 (AMP)

Job Purpose:	The function of the post holder is to design, create and develop high quality materials to support modules delivered as part of Undergraduate Laws through the University of London Worldwide. The post holder will be able to teach Tort law and one other module in the Undergraduate Laws curriculum. The post holder will work with module leaders, the Undergraduate Laws team and other stakeholders.
	The post holder should have a knowledge of current best practice in distance education and will have a general knowledge of the core law curriculum with subject expertise in, and experience of, teaching Tort law and one other module.
	The post holder will be responsible for designing, developing and creating engaging and active approaches to learning and will be expected to act as a facilitator for student learning, taking part in on-line activities and services to support student understanding and engagement with Undergraduate Laws.
	The post holder should be able to evaluate the suitability of proposed pedagogical innovations taking account of the distance learning environment of Undergraduate Laws and the diverse nature of the student body.
	The post holder will be expected to write manuals and guidance and training materials where required including developing and writing Author Guides, User/Student Guides, templates and Style Guides as appropriate.
	The post holder will support the UG Laws team to introduce new forms of assessment that best support the knowledge and skills outcomes.
	The post holder will deliver both f2f and recorded lectures in Tort law and one other module.

		%
Job Content:		

1. Design and create high quality online and hard copy learning resources that will engage students and enhance their learning experience.
2. Support the process of planning and development of innovative learning resources in collaboration with others in UG Laws in accordance with the learning and teaching strategy, and relevant institutional strategy.
3. Assist with the process of assessment and evaluation of the implementation of new approaches to learning.
4. Author student and/or tutor support materials which will improve student learning and aid tutor development to supplement the Module Guides.
5. Design, create and facilitate activities as part of an interactive distributed learning environment, working in collaboration with others in UG Laws and other stakeholders.
6. Deliver f2f and recorded lectures in Tort law and one other module.
7. Provide support as an online tutor to students and /or Provider Institution Tutors.
8. Undertake professional development to update skills and knowledge as appropriate.
9. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible.
10. To maintain an awareness and observation of fire and health and safety regulations.
11. Any other duties consistent with both the grade and scope of the post.
12. Any other duties reasonably required of the post holder by the Director of Undergraduate Laws following consultation.

Reports to:	Director of UG Laws
Responsible for:	N/A

Additional demands of the role:	The duties of the role may require some occasional UK and overseas travel. The post holder may be deployed (after consultation) to undertake similar work and / or related duties in other EISA offices in the Senate House WC1, Stewart House WC1, or elsewhere in London, on an ongoing i.e. long term, interim or strictly temporary basis, in accordance with prevailing operational requirements as determined by Information Systems Development Manager or their acknowledged nominee.

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:
- Experience of working with a wide range of learning resources.
- Delivering educational materials in a distance learning environment with a large student body.
- Proven experience in creating and developing online learning activities.
- Experience of teaching Tort law and one other module in the Undergraduate Laws curriculum.
- Proven ability to achieve defined outcomes.
- Confident in working under their own initiative, the post holder must be flexible and self-motivated, a committed team member and keen to build effective working relationships.
- The post holder must be comfortable in an academic working environment, working with a range of professionals within the University and Colleges.
- Ability to engage and liaise with colleagues in central departments so as to ensure smooth service delivery and implementation.
- A high level of cultural awareness.

TECHNICAL KNOWLEDGE & SKILLS

Essential:
- In-depth understanding and knowledge of best practice in learning and teaching with particular reference to distance learning.
- Ability to teach at least two law subjects to degree standard.
- Ability to create innovative and engaging formative and summative assessment regimes.
- Understanding of facilitating online tutorials and interactive online activities.
- Ability to mark and give feedback on a range of assessments in chosen subjects.
- Experience of assessment and evaluation of learning and ability to present and report finding and recommendations.
- Ability to create effective Guides and Manuals for effective student/tutor learning.
- Excellent interpersonal and communication skills in order to be effective in providing training, support and guidance.
- Excellent organisational and time-management skills including demonstrable ability to manage varied and complex workloads to meet or exceed objectives.
- The ability to exercise initiative to ensure that defined outcomes are achieved.
- Experience of providing training.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

UNIVERSITY OF LONDON

- Educated to degree level (in Law), with postgraduate or professional qualification being an additional advantage.

Desirable:
- Membership of relevant associations or academies.

Competency Requirements	Essential	Desirable
Adapting to change	B	C
Creativity and innovation	C	
International engagement (optional)	B	
Interpersonal understanding	B	C
Leadership	B	
Managing resources	A	B
Organisational commitment	C	
Proactivity and planning	C	
Problem solving and decision making	C	
Performance Management	A	
Resilience	C	
Staff development and commitment to learning (optional)	C	
Stakeholder focus (optional)	C	
Striving for excellence (optional)	C	
Working collaboratively with others	B	C
Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency. For further information on each of the competencies and relevant levels, please refer to the University's Competency Model http://www.london.ac.uk/5258		

UNIVERSITY
OF LONDON