



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Teaching Fellow in Civil Engineering, Faculty of Engineering



**Salary: Grade 7 (£33,199 – 39,609 p.a. pro rata)**

**Reference: ENGCV1104**

**Closing date: 11 August 2019**

**Interview date: 22 August 2019**

**Part time, 90% full time equivalent**

**Fixed-term for 5 years starting September 2019**

**We will consider flexible working arrangements**

## **Teaching Fellow in Civil Engineering to support the Joint School at Southwest Jiaotong University, Chengdu, China School of Civil Engineering**

**Are you an academic with proven abilities to carry out teaching in Civil Engineering and related topics? Are you passionate about delivering an exceptional student experience?**

As a Teaching Fellow you will work closely with colleagues from the School of Civil Engineering to carry out teaching and support and management within the School, Faculty and University specifically for our [Joint School](#) Programme with [Southwest Jiaotong University](#) (SWJTU) in Chengdu, China.

Undergraduate students at the Joint School study four-year Bachelor degrees, with a common first year that focuses on core study skills and knowledge in English (including development of language skills and technical skills in mathematics and physics). From year two onwards students study specialist modules based around their choice of major (Civil Engineering with Transport, Computer Science, Electronic & Electrical Engineering or Mechanical Engineering). All study, teaching and assessment are in English, mirroring the Leeds syllabus for each degree programme, supplemented by additional material to ensure that requirements for the relevant SWJTU degree are also met.

This post will be part of the University's "flying faculty" staff. You will be required to live in Chengdu, whilst working at the Joint School, for the majority of term time (up to 180 days), to deliver and manage the teaching in China; the remainder of the time will be based at the University of Leeds.

You will need both an undergraduate degree, and a Masters degree or higher, in Civil Engineering or equivalent, and some experience of delivering teaching in UK and/or China. You will also need to be fluent in both Chinese (Mandarin/Putonghua) and English.

### **What does the role entail?**

As a Teaching Fellow in Civil Engineering your main duties will include:





- Ensuring the provision of inspirational teaching and learning, at the SWJTU Joint School in Chengdu, which reflects professional standards and industry good practice;
- Supporting and delivering modules, including lectures, examples classes, tutorials, laboratory work and field work at different levels on undergraduate and/or postgraduate taught courses;
- Assisting with and leading laboratory classes and exercises, helping students with project work and contributing to the design and implementation of practical experiments;
- Play a major role in assisting the management and the running of the Civil Engineering programme in the SWJTU Joint School in conjunction with the Programme Director in Leeds and equivalent in Chengdu;
- To provide support for SWJTU academic staff who are delivering Leeds modules in Chengdu and for Leeds based staff who are involved in managing the programme such as JBM (Joint Board of Moderator) accreditation;
- Contributing to the review of modules, programmes and quality assurance mechanisms;
- Assessing students' work, including setting and marking exams and coursework;
- Designing and utilising innovative approaches to learning and teaching, especially with regard to the provision of teaching material through digital media and blended learning;
- Contributing to the planning and development of modules and programmes within the relevant subject area including development of material suitable for online delivery;
- Providing timely feedback to students on their studies, identifying the learning needs of students and defining appropriate learning objectives;
- Acting as academic tutor for all taught modules, administering and documenting modules taught in collaboration with other academic and support staff as appropriate;
- Acting as personal tutor, providing pastoral care and supporting students in maximising the benefits of their time at the Joint School;
- Devising and supervising undergraduate student research projects in the area of Civil Engineering, including matters relating to their orientation to UK academic expectations;
- Contributing to recruitment, widening participation and public engagement activities within the school;



- Maintaining your own continuing professional development.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Teaching Fellow in Civil Engineering you will have:

- A Masters degree, or higher, in Civil Engineering from a UK institution, or equivalent, and some experience of delivering teaching in UK and/or China;
- An undergraduate degree in Civil Engineering or in a demonstrably relevant subject area;
- Fluency in both Chinese (Mandarin/Putonghua) and English;
- The ability to motivate and engender enthusiasm in others, as evidenced, for example, in student feedback obtained from previous teaching experience, with an enthusiastic, creative approach to transferring knowledge and skills to students;
- Experience in the Higher education systems in both the UK and China;
- Ability to communicate to teaching colleagues in both the UK and China;
- Experience of the design, development and delivery of teaching materials in a Higher Education setting, demonstrating effective teaching skills and a range of delivery techniques and assessment methods to teach effectively;
- An ability to use IT effectively and innovatively in the preparation and delivery of teaching material;
- Excellent team working and networking skills, including the ability to work in a cross-cultural team;
- Excellent communication and interpersonal skills, with a flexible, motivated and co-operative approach and good time management skills;
- An ability to contribute effectively to administrative activities;
- A willingness to travel and work away from the UK for periods of up to 180 days/year to deliver modules in SWJTU Joint School;
- A strong commitment to your own continuous professional development.

You may also have:

- A PhD or willingness to register for a PhD at Leeds from the onset of the contract;



- Experience of having worked/taught/studied in China;
- Evidence of innovative teaching approaches.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

## Contact information

To explore the post further or for any queries you may have, please contact:

**[Dr Andrew Sleigh](#), Director of Student Education**

Tel: +44 (0)113 3432398

Email: [p.a.sleigh@leeds.ac.uk](mailto:p.a.sleigh@leeds.ac.uk)

## Additional information

### Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering](#), the [School of Civil Engineering](#), and the [Joint School](#) in China.

### A diverse workforce

The Faculty of Engineering is proud to have been awarded the [Athena Swan Silver Award](#) from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).





## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

