



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Fellow in BA Professional Studies,
Lifelong Learning Centre



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

Reference: CSLLC1092

Flexible or shared working arrangements will be considered

Teaching Fellow in BA Professional Studies Lifelong Learning Centre

Are you highly skilled in the design and delivery of interdisciplinary, professionally relevant learning at HE level? Have you worked or taught in the field(s) of creative practice and/or community development? Do you have a thorough appreciation of the support needs of adult students from diverse backgrounds?

As a teaching fellow you will be part of the BA Professional Studies team. This is a new and developing degree programme designed to further the Lifelong Learning Centre's commitment to widening participation for adult learners. You will support the Programme Manager to ensure the programme offers an excellent, imaginative, well-managed and supportive learning experience. The programme equips students with an ability to examine issues from interdisciplinary perspectives and to acquire a range of professional skills sought by graduate employers.

You will teach on a range of modules on the programme, including leading a new option module – Creative Interventions in the City (a module which introduces students to: ways of understanding and engaging with the city of Leeds to identify opportunities and problems; community development theories and strategies; applying for arts/community development funding; producing creative work in response to an identified problem/opportunity). The role will also involve supporting teaching on other modules, as well as managing a group of part time tutors, supporting the development of degree pathways and assisting the Programme Manager in student support, supervision of projects, admissions and recruitment/outreach activities.

What does the role entail?

As a Teaching Fellow in BA Professional Studies your main duties will include:

- Working with, and deputising for, the Programme Manager in relation to admissions, programme development and tutor support;
- Teaching a range of modules on the programme: preparing high quality learning resources including effective use of technology to enhance learning; designing and delivering group teaching to provide a stimulating, supportive and relevant learning environment for adult, work-based students;



- Taking a proactive stance to the continuous development of the curriculum and pedagogy including imaginative use of technology-enhanced learning in a blended learning context;
- Ensuring that teaching is firmly grounded in a thorough knowledge of relevant scholarship, theory, policy and professional practice;
- Setting assessment tasks and providing students with appropriate guidelines, briefing and support in the preparation of assignments; grading work once submitted and providing constructive feedback; moderating assessments marked by other tutors;
- Acting as personal tutor for designated students/cohorts;
- Leading and managing a small group of part-time tutors;
- Being proactive in your availability to students to ensure that they are appropriately supported in their studies and have the best opportunity to achieve success; build and sustain a strong culture of peer support;
- Contributing to the overall work of the Lifelong Learning Centre as required.

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 BA Professional Studies you will have:

- A relevant honours degree;
- Experience of conducting or supervising empirical research and a strong grounding in current scholarship, theory and practice in at least one (preferably more) of the following areas:
 - creative writing and/or other creative practice;
 - community work and/or development;
 - arts development;
 - arts or museum management/education.
- Outstanding skills in learning and teaching at an HE level including the use of technology to enhance learning, the ability to communicate complex concepts and to enable learners to reflect upon their experience and to relate theory to practice;
- Strong interest in and commitment to professionally-related, interdisciplinary study coupled with an imaginative approach to learning design and delivery



that enables students to employ methodologies from more than one discipline to further inquiry and understanding;

- Proven expertise in the provision of learner support and skills development for undergraduates including the ability to work effectively with diverse learners such as those returning to study as adults and students from communities that are under-represented in HE;
- Ability to exercise the following leadership skills in the role of Teaching Fellow:
 - Act as role model and build trust through openness, honesty and integrity,
 - Take accountability for one's own actions and any consequences that arise from them,
 - Treat staff fairly, with respect and dignity,
 - Balance the needs of the task, team and individual,
 - Vary the leadership style to suit the situation
- Highly developed inter-personal and communication skills as the basis for effective working relationships with diverse students and with professional colleagues and partners both within and external to the University of Leeds;
- Commitment to continuing professional development in terms of relevant scholarship and professional practice and as an educator in an HE context;
- Availability to work a flexible week which involves evening and weekend teaching.

You may also have:

- A relevant teaching qualification and/or fellowship of the Higher Education Academy;
- Relevant experience of professionally-related, interdisciplinary teaching;
- A relevant higher degree.

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:

Catherine Bates, Programme Manager for Professional Studies

Tel: +44 (0)113 343 0573

Email: c.v.bates@leeds.ac.uk

Additional information

For further information about the Lifelong Learning Centre please see our website:

<http://www.llc.leeds.ac.uk/> and the programme details

<http://www.llc.leeds.ac.uk/course-directory>

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.

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.

