



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Fellow/Senior Teaching Fellow in Management (2 posts),
Leeds University Business School



Salary: Grade 7 (£33,199 – £39,609 p.a.) or Grade 8 (£40,792 – £48,677)

Reference: LUBSC1408

Closing date: 29 August 2019

We will consider job share and flexible working arrangements

Teaching Fellow/Senior Teaching Fellow in Management Management Division, Leeds University Business School

Do you have the ability to motivate and inspire learners? Do you have a clear commitment to creating and delivering an excellent student experience? Are you an experienced teacher with a postgraduate degree?

As a Teaching Fellow you will provide effective and innovative teaching and demonstrate a potential to lead pedagogical thinking and developments in the field of teaching innovation, student experience and personal development.

Leeds University Business School (LUBS) is a leading international business school and a strong research intensive Faculty of the University of Leeds. It holds a '5' rating for international excellence in research, and accreditation from EQUIS and AMBA.

The Teaching Innovation group at LUBS is engaged in research and teaching about pedagogic innovation and learner gain, with the aim of enhancing the student journey and employability. To support the group we are seeking a Teaching Fellow with a strong commitment to undertaking excellent teaching and the ability to contribute to the enhancement of the student experience. You will have a post graduate degree and a track-record of excellent teaching.

What does the role entail?

As a Teaching Fellow at Grade 7 your main duties will include:

- Undertaking personal tutoring of students, including leading sessions in academic skills, transition to university life, employability and commercial skills;
- Teaching across a range of management related topics, marking, and responding to student feedback and the provision of timely assessment and feedback;
- Supervising dissertations in your field and contributing to and leading taught modules where appropriate;
- Contributing to the design, development, planning and review of modules and programmes;
- Working with our students as members of a learning community to provide world class education and an excellent student experience;



- Maintaining and enhancing standards of student attainment at both undergraduate and postgraduate levels;
- Contributing to student enhancement in programme delivery, admissions and quality assurance;
- Developing and utilising innovative approaches to teaching and learning;
- Contributing effectively to the administrative process and committee structures of the Faculty and as appropriate the wider University.

In addition as a Teaching Fellow at Grade 8 your main duties will also include:

- Play a significant role in the design, development, planning and review of modules and programmes;
- Ensuring processes such as programme delivery, feedback and quality assurance are delivered effectively to enhance the student experience;
- Contributing effectively to the administrative processes and committee structures of the School/Faculty including taking on leadership roles and managing initiatives which facilitate School, Faculty or University performance or business.

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 at Grade 7 you will have:

- A postgraduate degree or equivalent experience;
- Experience in teaching in a University environment that reflects professional development and engagement with the relevant discipline;
- A strong commitment to, and experience of, providing support and guidance to students, with the ability to interact with students to enhance the student experience;
- Willingness to participate in scholarly academic engagement relevant to the field;
- A high level of interpersonal and communication skills;
- Demonstrable creativity and the ability to inspire others;
- The ability to work under pressure and deal with conflicting demands;



In addition as a Teaching Fellow at Grade 8 you will also have:

- A teaching profile and approach that reflects professional development and engagement with best practice;
- Experience in module planning and review;
- Experience of engagement in enhancement activities;
- Knowledge of programme delivery processes;
- A track record of scholarship activity.

You may also have:

- A PhD and/or education in a management or business related field;
- Experience of teaching in a University environment;
- Ability to build partnerships with industrial, professional and public sector organisations.

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 Anna Virágos, Joint lead of Teaching Innovation Group,
Management Division**

Tel: +44 (0)113 343 0604

Email: A.Viragos@leeds.ac.uk

Or

**Ms Nicky Smith, Joint lead of Teaching Innovation Group,
Management Division**

Tel: +44 (0)113 343 0566

Email: N.M.Smith@leeds.ac.uk



Additional 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.

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.

