CANDIDATE BRIEF
Teaching Fellow in Chemistry, Lifelong Learning Centre

Salary: Grade 7 (£33,797 - £40,322 pa)
Reference: CSLLC1102
Fixed term for 12 months
Teaching Fellow in Chemistry, 
Lifelong Learning Centre

Do you have exceptional skills in enabling students from diverse backgrounds to develop their capability for successful university-level study? Are you able to demonstrate an aptitude for using creative pedagogy and digital technologies to support scientific academic development?

The Lifelong Learning Centre (LLC) works with mature and part-time undergraduate and foundation-year learners across the University, especially where this enables participation of people from groups that are under-represented in higher education. The science foundation year programmes provide students with a stimulating and supportive environment in which to acquire knowledge and skills for progression to a range of science degrees across the University. They reflect a strong emphasis on widening participation, both for adult and younger students, and also make provision for those who wish to pursue a science degree but lack prerequisite subjects at A level.

You will contribute to the delivery of science modules across multiple foundation programmes. These are designed to help students acquire and apply relevant practical and scientific academic knowledge. You will also contribute to the broader academic and pastoral support of students from pre-entry and admissions through to graduation. You must have exceptional skills as an educator and relevant experience of teaching.

What does the role entail?

As a Teaching Fellow, your main duties will include:

- Designing and delivering interdisciplinary subject teaching firmly grounded in a thorough knowledge of relevant scholarship and theory;
- Preparing high quality learning resources including effective and imaginative use of technology to enhance learning; design and deliver teaching within the given module description to provide a stimulating, supportive and relevant learning environment;
- Working with students from diverse backgrounds, to support them to build their knowledge, understanding and enable them to develop strategies for successful study in their chosen discipline/s at university-level;
- Supervising students to work safely in a laboratory setting, demonstrating good practice and adhering to all applicable health and safety protocols;
- Setting assessment tasks according to the framework stipulated in the module description; providing students with appropriate guidelines, briefing, opportunities for formative assessment and support in the preparation of assignments; grading work once submitted and providing constructive feedback; moderating assessments marked by other tutors;
- Facilitating the process of gaining feedback from students; evaluating the module in the light of experience, students' achievement and feedback; updating the module design and delivery as required and in collaboration with the programme teaching team;
- Maintaining an accurate register of students' attendance; ensuring accurate record-keeping in relation to assessments; completing and returning to deadline any documentation required by the LLC;
- Engage in both individual and group pastoral support in your role as a personal tutor for designated students on Science Foundation Year programmes and working with the Programme Manager to ensure that support for students is rigorous and proactive;
- Participating with the development of programme and centre-wide initiatives at the LLC by attending planning/teaching activities at the team and centre level; maintaining effective communication with the line manager;
- Ensuring that students and colleagues are treated with respect and that teaching is inclusive, allowing for diversity of learning needs and experience;
- Maintaining an active commitment to keeping up-to-date with relevant academic theory and practice in teaching; continuing professional development as an educator.

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 Chemistry, you will have:
- A relevant honours degree in Chemistry or equivalent as the basis for teaching coupled with a clear understanding of the demands of university study and of the strategies that can be applied to prepare and equip students for success in higher education;
Outstanding skills in learning and teaching including the ability to communicate complex concepts and to enable learners to overcome obstacles in their development of knowledge and understanding;

A practical understanding of the needs of diverse learners, including adults from communities that are under-represented in HE, with recent experience of effective work in supporting such learners;

Experience of working safely in a laboratory and supervising inexperienced learners in practical work;

Proven skills in making effective use of technology to enhance learning;

Highly developed inter-personal and communication skills as the basis for effective working relationships with students from diverse backgrounds and with professional colleagues and partners both within and external to the University of Leeds;

A teaching qualification or professional equivalent;

A commitment to your own professional development and/or relevant research;

Availability to work a flexible week, which involves some evening and occasional Saturday working.

You may also have:

- A relevant higher degree;
- Strong skills in teaching based administration;
- Experience in practically helping adult learners.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information. 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 Katy Dobson, Programme Manager, Science
Email: k.l.dobson@leeds.ac.uk
Additional information

For more information about the LLC please see our website: www.llc.leeds.ac.uk.

Working at Leeds
You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our Working at Leeds information.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our Accessibility information 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 made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information.