



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Enhancement Project Leaders, Leeds Institute for Teaching Excellence (LITE), Student Education Service



Salary: Secondment at current grade

Reference: LITE1008

Fixed term for 1 year commencing January 2018, 0.2 of full time equivalent

Internal only: these secondment opportunities are open to University of Leeds employees only

Teaching Enhancement Project Leaders Leeds Institute for Teaching Excellence (LITE), Student Education Service

Are you interested in developing projects and establishing a culture of high quality teaching innovation, scholarship and leadership? Can you contribute to the Institute's scholarly community?

The Leeds Institute for Teaching Excellence (LITE) embodies the University's commitment to excellence and innovation in education through its investment in a community of Excellence & Innovation Fellows and Teaching Enhancement Project (TEP) leaders.

Reporting to the Director of LITE, you will fulfil a project of teaching enhancement during your year's secondment, managing the project (with the support outlined below) in alignment with LITE's research themes, priorities and objectives. You will set an aspirational standard of educational improvement that will energise LITE's progress and develop teaching practice within and beyond the Leeds Curriculum.

As well as fulfilling the enhancement project as outlined in your application, you will be expected to contribute fully to the dynamism of the Institute's scholarly community, contribute content towards the digital and external-facing profiles of the Institute and act as ambassadors at internal and external events. You will be expected to disseminate your project findings internally and externally to develop the practice, pedagogy and reputation of student education at the University.

The Institute will recruit up to 10 Teaching Enhancement Project leaders, to begin work on their projects in January 2018, working on a 0.2 FTE secondment for a year.

You will be provided with shared office space in 18 Beech Grove Terrace, with appropriate equipment and meeting space, and an allocation of up to £3K to support their project, e.g. by paying for research assistance, events, materials, T&S and equipment. The LITE team supports the development and dissemination of projects by organising events, providing paper and web-based communication and links with other internal and external networks.



It is anticipated that successful TEP leaders will develop and deliver projects which will enable them to develop their leadership role in student education in their school, unit or service.

What does the role entail?

As a Teaching Enhancement Project Leader your main duties will include:

- Fulfilling and disseminating an enhancement project as outlined in your application;
- Producing student education enhancements that complement the vision and priorities of the Institute;
- Designing your project so that it contributes to the delivery and/or enhancement of the Leeds Curriculum;
- Publishing/disseminating project outputs within and beyond the University of Leeds;
- Contributing to the research and community of the Institute, by offering workshops and conference papers / presentations;
- Helping foster a dynamic community of debate, interaction and collaboration at the Institute;
- Acting as a LITE ambassador at Learning and Teaching and Pedagogy conferences;
- Contributing to the Institute's publications and to its digital showcase and communications, offering an online profile, project updates and case-studies and contributions to online blogs and news where relevant;
- Applying to present project developments, findings and innovations at the University's Student Education Conference.

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 Enhancement Project Leader you will have:

- A minimum of 3 years' experience in a HE teaching or teaching leadership capacity;



- Experience of teaching scholarship, with involvement in and awareness of, relevant pedagogy and scholarship agendas;
- Experience of developing innovations or change in learning and teaching at Module/Programme/School/Faculty level;
- Demonstrable experience of working in partnership with staff and students to enhance the student experience;
- Experience of reviewing and reflecting on student education provision;
- Excellent planning, organisational, communication and interpersonal skills;
- Knowledge of methods of evaluating and reflecting on student education;
- The ability and willingness to demonstrate initiative and to take responsibility;
- Developed awareness of the Leeds Curriculum and of the current strategic priorities of student education at the University;
- A sustained interest in teaching innovation and scholarship;
- A commitment to improving student education at the University;
- An organised and methodical approach to project development and dissemination;
- A flexible approach and a willingness to balance commitments and duties.

You may also have:

- Involvement in student education projects in Higher Education at School or Service level (e.g. the Leeds Curriculum, HEA, JISC);
- Involvement in Faculty/School Student Education Committees or University student education working groups;
- Experience of fulfilling and reporting on an educational enhancement or teaching innovation project;
- Evidence of disseminating outputs related to teaching innovation / scholarship
- Knowledge of teaching scholarship/pedagogy;
- Understanding of and networking with cross-institutional bodies dedicated to teaching innovation and pedagogy.

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.



Application process

You are encouraged to have a conversation with your Head of School/Faculty Dean prior to submitting an application, as these Fellowships are being offered on a secondment basis.

You should complete an application form and upload your project proposal under the three headings:

1. Review of current practice (250 words)
2. Project Objectives and Outputs (500 words)
3. Student Involvement (200 words)

Further information about the Teaching Enhancement Projects

Project proposals should be guided by one or more of the 'Teaching Enhancement Themes' outlined as priorities for 2018 by LITE.

TEP proposals should also explain clearly how University of Leeds students will be involved in the project research, development and outputs.

LITE Teaching Enhancement Themes:

1. Building a Civic Curriculum
2. Understanding Learning Gain
3. Evaluating Curriculum Change
4. Student Co-creation of Education
5. Efficient / Innovative Assessment
6. Learning Analytics: using data for student progress
7. Student Support & Development

Joint Applications

Whilst we anticipate the majority of applications will be made on an individual basis for a 0.2 FTE secondment, we offer the scope for joint secondments with an academic or professional service colleague (e.g. two project leads at 0.1 FTE each) to enable a co-delivered project.

Such applications would need to justify the need for a co-delivered project and describe the collaborative dimension of the project.



Contact information

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

Dr Raphael Hallett, Associate Professor

Tel: +44 (0)113 343 4520

Email: r.hallett@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.

