

Graduate Teaching Fellow In Science

# School Of Pharmacy And Medical Sciences

# Faculty Of Life Sciences



Job Description and Person Specification

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| Job Title: | Graduate Teaching Fellow in Science |
| Grade: | 7 Full Time, fixed term 3 years |
| Vacancy Reference: |  |
| Faculty / Directorate: | Faulty of Life Scinces |
| Service / Department: | School of Pharmacy and Medical Sciences |
| Location: | City Campus |
| Reports to: | Head of the School of Pharmacy and Medical Sciences through line manager |
| Responsible for: | N/A |

# Main Purpose

* Undertake a range of teaching and to assist with the successful delivery of the Master in Pharmacy and Foundation/BSc in Clincial Sciences.
* Work with and support students in developing their skills and knowledge around the specific and related science subject(s).
* Contribute towards designing and marking of assesments on undergraduate programmes.
* Contribute towards module delivery and review aiming for quality enhanecemnt in teaching material and delivery, resulting in increased student satisfaction.
* Act as a personal academic tutor and provide pastoral support to students.

# Main Duties and Responsibilities

1. To prepare for and deliver lectures, without direct supervision, relating to Pharmacy and BSc Clinical Sciences, within a clear and established teaching framework.
2. To undertake duties in relation to assessment under the direction of members of academic staff. Typically this will include marking and supplementary marking of course work and some skills exams and providing feedback to students.
3. Responsible for assisting module leaders with technical and administrative tasks related to the successful delivery of modules and the overall programme.
4. To undertake duties in relation to student recruitment activities under the direction supervision of members of academic staff. Typically this will include interviewing. prospective students and supporting wider recruitment activities such as applicant visits and open days.
5. To provide office hours for student consultations/feedback and support the personal tutor systems in providing appropriate student support.
6. Attend and contribute to programme meetings, assessment committees and exam boards, as appropriate.
7. To increase the practical skills of students, through supporting lab practical classes.
8. To contribute to the development of online activities and materials on the VLE, under supervision of the module leader.
9. Design and supervise undergraduate research projects related to your specialist area.
10. To highlight any concerns relating to students, whether performance based or pastoral, to the module leader/ personal academic tutor/ programme lead.
11. To undertake any necessary training as required.
12. To undertake additional duties being commensurate with the role, grade and experience and in collaboration with the Head of School and Dean of the Faculty in which the programme is positioned.
13. Maintain your own continued professional development.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

# University of Bradford

## Values

We will be an organisation that embodies our values in everything we do. These values are:

* **Excellence** is at the heart of everything we do
* **Trust** is the foundation of our relationships, underpinned by integrity in everything we do
* We give invention light and celebrate creativity and **innovation**
* **Inclusion -** diversity is a source of strength and must be understood, valued, supported and leveraged

Embedding these values across the University will shape our culture and drive our performance.

It is the responsibility of every employee to uphold the University values.

## Equality, Diversity and Inclusion (EDI)

The University of Bradford is widely recognised as an Equality, Diversity and Inclusion (EDI) leading institution. Our EDI vision is to bring about, and be recognised as an exemplar of transformational diversity, inclusion and social mobility and emphasise the critical role of leadership in embedding intersectional EDI in order to make our diversity count and deliver impact.

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality, values diversity, and supports inclusivity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

## Training

Employees must complete any training that is identified as mandatory to their role. Training should be accessed locally by agreement with line managers and through the University’s People and Organisational Development Service. Mandatory training must be completed on commencement of the role, without delay.

## Health, Safety and Wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the University’s undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

**Information Governance**

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.  This may be in paper, electronic or other formats.  
An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

This means that employees are required to uphold the confidentiality of all data, information and records and to ensure they are recorded to appropriate data standards and to the relevant electronic system or manual filing system in order to maintain their accessibility and integrity.

To support these requirements all employees must adhere to data protection legislation and the University’s policies and procedures in relation to information governance and information security at all times.

Additionally, employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

## Criminal Record Disclosures and Working with Vulnerable Groups

Depending on the defined nature of your work and specialist area of expertise, your role may be exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. In these circumstances, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the course of your employment, you must notify your line manager if you are charged with a criminal offence (excluding motoring fixed-penalty convictions). Failure to notify the University of a criminal conviction could lead to withdrawal of a job offer where employment has not commenced, or disciplinary action for employees in post. All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University’s policy and policies and the Safeguarding Vulnerable Groups Act 2006. Where appropriate, employees will be given the necessary training to enable them to adhere to these requirements.

## University Policies and Procedures

The University operates a range of policies, procedures and formal guidance (available on the University intranet and ServiceNow). All employees must observe and adhere to the provisions outlined in these documents.

# Post Specification

Graduate Teaching Fellow in Science

Faculty of Life Sciences

|  | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** | * Undergraduate degree in in a science related discipline * PhD in a science related discipline or equivalent experience | * Masters Degree in a relevant area * Additional teaching qualification or membership of Higher Education Academy |
| **Experience, Skills and Knowledge** | * A broad range of science related experience and knowledge gained through your PhD or post-doctoral experince * Some experience in academic or practical teaching using a range of methods * Experience of teaching undergraduate or postgraduate students in a higher education or equivalent setting * Experience supporting individuals from diverse populations in their learning across a range of settings * Knowledge of equal opportunities in work and ability to work as part of a multi-cultural and inter-professional team | * Knowledge of quality management of teaching and learning * Previous supervision of students. * Previous experience of providing pastoral support to students * Experience of applying research evidence to support learning * Poster or oral presentation experience at internal or external conferences/workshops * Relevant experience/knowledge in key academic areas requiring teaching assistant support e.g. anatomy, physiology, biochemistry, genetics/genomics, chemistry, pharmaceutics, drug delivery, research methods |
| **Job Specific Requirements (please delete this section if not applicable)** | * Ability to contribute to course development and delivery * Oral and written presentation of information including information technology literacy * Ability to provide clear feedback to students and peers in a clear and constructive way. | * Research experience * Record of publications or conference attendance * Ability to contribute to administration of the Pharmacy and Foundation/BSc Clinical Sciences programmes e.g. admissions |
| **Personal Attributes** | * Can work productively with minimal guidance * Committed to continuing personal/professional development * Ability to organise and prioritise workloads * High level of interpersonal and team working skills * Ability to use initiative, work independently and complete tasks to deadlines * Understanding of the university’s commitment to equality and diversity * Ability to contribute to scholarship/ research | * Demonstrate a willingness to contribute to excellence in scholarship/ research |