

University of Sussex

ROLE PROFILES: TEACHING AND SCHOLARSHIP

| <u>LEVEL 2</u> (building on the level of demand in Level 1) | <u>TEACHING AND SCHOLARSHIP</u> |
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| 1 Teaching and learning support T&S2 | <ul style="list-style-type: none"> • Teach as a member of a teaching team in a developing capacity within an established programme of study, with the assistance of a mentor if required. • Teach in a developing capacity in a variety of settings. • Transfer knowledge in the form of practical skills, methods and techniques. • Identify learning needs of students and define appropriate learning objectives. • Ensure that content, methods of delivery and learning materials will meet the defined learning objectives. • Develop own teaching materials, methods and approaches with guidance, and share responsibility for quality of programme units. • Develop the skills of applying appropriate approaches to teaching. • Engage the interest and enthusiasm of students and inspire them to learn. • Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking. • Supervise the work of students, provide advice on study skills and help them with learning problems. • Set, mark and assess work and examinations and provide feedback to students. • Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students. • Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback. |
| 2 Research and scholarship T&S2 | <ul style="list-style-type: none"> • Reflect on practice and the development of own teaching and learning skills. |
| 3 Communication T&S2 | <ul style="list-style-type: none"> • Deal with routine communication using a range of media. • Communicate complex information, orally, in writing and electronically. • Communicate material of a specialist or highly technical nature. |
| 4 Liaison and networking T&S2 | <ul style="list-style-type: none"> • Liaise with colleagues and students. • Build internal contacts and participate in internal networks and relevant external networks for the exchange of information and to form relationships for future collaboration. |

Level 2 – Equivalent to Grade 7, Tutorial Fellow

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| <p>5 Managing people T&S2</p> | <ul style="list-style-type: none"> • Agree responsibilities. • Supervise students' projects, fieldwork and placements. • Give guidance to students on their learning and future study plans. |
| <p>6 Teamwork T&S2</p> | <ul style="list-style-type: none"> • Collaborate with academic colleagues on course development and curriculum changes. • Attend and contribute to team/department meetings. • Collaborate with colleagues to identify and respond to students' needs. |
| <p>7 Pastoral care T&S2</p> | <ul style="list-style-type: none"> • Offer first line support to students, but refer students as appropriate to services providing further help. • Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support. • Appreciate the needs of individual students and their circumstances. |
| <p>8 Initiative, problem-solving and decision-making T&S2</p> | <ul style="list-style-type: none"> • Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities. • Respond to pedagogical and practical challenges. • Share responsibility in deciding how to deliver modules and assess students. |
| <p>9 Planning and managing resources T&S2</p> | <ul style="list-style-type: none"> • Plan and manage own teaching, scholarly and administrative activities, as agreed with the programme convenor (or equivalent) and in accordance with the contract of employment. • Use teaching resources and facilities as appropriate. |
| <p>10 Sensory, physical and emotional demands T&S2</p> | <ul style="list-style-type: none"> • Balance with help the competing pressures of teaching scholarship and administrative demands and deadlines. |
| <p>11 Work environment T&S2</p> | <ul style="list-style-type: none"> • Is required to be aware of the risks in the work environment and their potential impact on their own work and that of others. |
| <p>12 Expertise T&S2</p> | <ul style="list-style-type: none"> • Possess sufficient breadth or depth of specialist knowledge in the discipline to work within established teaching programmes. • Engage in continuous professional development. • Develop familiarity with a variety of strategies to promote and assess learning. • Understand equal opportunity issues as they may impact on academic content and issues relating to student need. |