

Teaching Fellow/Senior Teaching Fellow

School	Law (www.strath.ac.uk/humanities/lawschool/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Teaching	Reference No	33639
Reports To	Head of School	Grade:	8 or 9
Salary Range:	£38896 to £47801 Teaching Fellow £49230 to £55389 Senior Teaching Fellow	Contract Type:	Open Ended Contract
FTE:	1	Closing Date	Sunday, 3 April 2016

Job Advert

Building on a recent major investment programme in its Law School, the University of Strathclyde is seeking to make a further appointment. One of the UK's leading Law Schools, Strathclyde was ranked 15th out of 92 in the 2016 Complete University Guide. In the RAE 2014 Strathclyde was 1st equal in research intensity in Scotland. The School is dynamic and innovative and the appointee would be expected to be a high quality researcher or have such potential.

The Law School is seeking to appoint a committed Teaching Fellow or Senior Teaching Fellow with experience or interest in Clinical Legal Education to lead and develop its world leading Clinical LLB programmes. The successful candidate will be committed to excellence in education, a track record in the delivery of high quality teaching materials as well as the drive and enthusiasm to contribute to the development of teaching programmes and to enhance student experience. The successful candidate would be expected to teach across a range of Scots or English core areas of law.

Please indicate in your covering letter which post you are applying for.

Job Description – Teaching Fellow

Brief Outline of Job:

The postholder will design and deliver a range of teaching materials; undertake student assessment activities; engage in relevant scholarship, professional and knowledge exchange activities; and carry out administrative tasks assigned by the Head of School.

Main Activities/Responsibilities:

1.	Design and deliver a range of teaching materials on our UG and/or PGI courses including clinical classes and/or core law topics in Scots or English law, including contribution to curriculum review and enhancement, in a manner that supports a research-led and experiential approach to student learning.
2.	Undertake student assessment and examination activities, including the provision of appropriate feedback to students.
3.	Supervise students as required providing direction, support and guidance.
4.	Engage in individual or collaborative scholarship activities, developing and producing learning materials and disseminating the results as appropriate.
6.	Develop knowledge exchange activities by, for example, establishing educational links with, industry and influencing public policy and the professions.

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|----|--|
| 7. | Carry out School, Faculty and/or University administrative and management functions, for example through membership of committees or by acting as class/module/year co-ordinator or course leadership. |
| 8. | Engage in continuous professional development. |

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

- | | |
|----|--|
| E1 | Good honours degree in a relevant discipline |
| D1 | Postgraduate degree in a relevant discipline |
| D2 | Membership of relevant Chartered/professional bodies |

Experience

- | | |
|----|---|
| E2 | Relevant clinical teaching experience at undergraduate and/or postgraduate levels or interest in developing clinical approaches to teaching |
| E3 | Experience of student assessment activities |
| D3 | Experience of knowledge exchange related activities. |

Job Related Skills and Achievements

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|----|--|
| E4 | Ability to plan and organise own workload and supervise and delegate work to others. |
| E5 | Experience of curriculum development |
| D4 | Track record in knowledge exchange activities. |

Personal Attributes

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|----|---|
| E6 | Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences. |
| E7 | Ability to work within a team environment and lead teams where required |

Job Description – Senior Teaching Fellow

Brief Outline of Job:

The postholder will lead the design, development and delivery of a range of teaching materials; undertake student assessment activities; lead relevant scholarship, professional and knowledge exchange activities; and carry out senior administrative tasks assigned by the Head of School.

Main Activities/Responsibilities:

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|----|--|
| 1. | Lead and manage the design, development and delivery of a range of teaching materials on our UG and/or PGI courses including clinical classes and/or core law topics in Scots or English law, including contribution to curriculum review and enhancement, in a manner that supports a research-led and experiential approach to student learning. |
| 2. | Design and manage processes in relation to student assessment, examination and feedback activities. |
| 3. | Supervise students as required providing direction, support and guidance. |
| 4. | Lead individual or collaborative scholarship activities, developing and producing learning materials and disseminating the results as appropriate. |
| 5. | Lead the development of knowledge exchange activities by, for example, establishing research and/or educational links with industry and public/third sector organisations and influencing public policy and the professions. |
| 6. | Carry out senior School, Faculty and/or University administrative and management functions, for example through membership of committees or by acting as class/module/year co-ordinator or course leadership. |
| 7. | Engage in continuous professional development. |

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E8 Good honours degree and postgraduate qualification (or equivalent relevant professional experience);

D5 Membership of relevant Chartered/professional bodies;

Experience

E9 Relevant clinical teaching experience at undergraduate and/or postgraduate levels or interest in developing clinical approaches to teaching;

E10 Experience of undertaking and co-ordinating student assessment activities.

E11 Experience of leading curriculum development activities, evidenced by the development of novel teaching materials, methods and/or programmes;

D6 Track record of knowledge exchange related activities;

Job Related Skills and Achievements

E12 Sustained track record of scholarship activities with impact on national educational strategies, programmes or methods, including contributions to regional/ national/international professional/practitioner publications and conferences;

E13 Proven track record of securing funding for teaching, scholarship and/or knowledge exchange activities.

D7 Proven staff, budget and project management skills;

Personal Attributes

E14 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.

E15 Ability to play a senior role within a team environment and motivate and manage staff, with experience of leading teams of less experienced staff and students.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Professor Bryan Clark, Head of School (bryan.clark@strath.ac.uk).

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

It is anticipated that the interviews will be held in mid-April 2016.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



Conditions of Employment

Teaching Staff



1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Teaching Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with UCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The standard working week is 35 hours, performed between the normal hours of 09.00 to 17.00 Monday to Friday with a one hour lunch break. Work outwith these hours may be necessary for which no additional payment will be made. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of

staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr

6. PENSIONS

New members of staff, aged under 75, will be admitted to membership of the Universities Superannuation Scheme (USS) on taking up appointment. USS requires a contribution from the member (currently 6.5 per cent of salary for the Career Revalued Benefits section of the scheme and 7.5 per cent for the Final Salary section), to which a contribution of salary is added by the University as required by USS. If a new member of staff has previously been a member of USS and re-joins the scheme on or after 1 October 2011 they will be eligible to re-join the Final Salary section of the scheme if they:

- Have left before 1 October 2011 and have deferred benefits in USS and re-join before 1 April 2014; or
- Have left or leave the Final Salary section after 30 September 2011 and re-join the scheme within 30 months of leaving.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk).

Information regarding pension scheme membership can be found on the Finance webpage. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side, except during the probationary period when notice is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised March 2014