Job Description

Job Title: Teaching Fellow
Department / School: Philosophy- PPLS
Reports To: Head of Subject

Job Purpose

Preparing, teaching and assessing at undergraduate level in Philosophy, especially tutorials for pre-honours (years 1-2) courses plus possible supervision and assessment of dissertations at undergraduate and postgraduate level.

The Teaching Fellow may be asked to do: (i) seminars and tutorials for honours and MSc students; (ii) small MSc seminars and discussions.

The pre-honours courses are: Morality and Value; Logic 1; Philosophy of Science 1; Great; Knowledge and Reality; Mind Matter and Language.

Main responsibilities

1. Preparation and teaching of tutorials for pre-honours courses. The Teaching Fellow will be asked to contribute to the teaching of several courses, in various areas of curriculum, depending on expertise and to hold office hours for students in their tutorial groups. (Approx. % of time 55%).

2. Provision of supervision for UG and MSc level dissertations (Approx. % of time 10%).

3. Assessment at undergraduate and postgraduate levels, including the provision of detailed feedback to students (Approx. % of time 20%).

4. Sharing in the administrative responsibilities of the subject area. This includes attending meetings, training and briefing sessions organised by the School and as directed by the Course Organiser(s) (Approx. % of time 15%).
Planning & Organising

- Responsibility for their own time management.
- Preparing, organising, delivering, and assessing undergraduate tutorials and seminars and meeting relevant deadlines.

Problem Solving

- Responding to student feedback on teaching and assessment.

Decision Making

- Deciding on the best way to deal with student queries, including when to approach other key School contacts for further support.

Key Relationships

- UG and PG students; other teaching colleagues within Philosophy; Head of Subject Area; UG Teaching Director; Professional Services staff across the School.

Knowledge Skills and Experience

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education, Qualifications &amp; Training</strong></td>
<td><strong>E1. Appropriate degree, with relevant post-graduate research and/or teaching Experience (normally a PhD or equivalent professional qualification and/or experience). Pending or assumed complete at time of appointment can be considered as too will sufficient study progression and experience.</strong></td>
<td><strong>D1. Experience with on-line pedagogy.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>E2. Experience in delivery of effective undergraduate university teaching.</strong></td>
<td><strong>D2. Experience with dissertation supervision at undergraduate or postgraduate level.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>E3. Proven Ability to manage time and to work to strict deadlines.</strong></td>
<td></td>
</tr>
</tbody>
</table>

E4. Excellent oral and written communication skills.

E5. A demonstrably high level of interpersonal skills, with the ability to work alongside multiple external and internal stakeholders, both as an individual as part of a wider team.

Dimensions

The Teaching Fellow will be asked to do tutorials (groups of around 16 students) for some of the large pre-honours courses. Depending on the specific courses, the post holder would normally be expected to teach 6 of these. They may also be asked to supervise undergraduate or MSc dissertations and to contribute to MSc and honours teaching.

Additional Information

Details of the Teaching Fellow’s teaching responsibilities will be worked out with the Head of Philosophy within the contracted hours.

The post holder will be based in Dugald Stewart Building in the School of Philosophy, Psychology, and Language Sciences. During the COVID 19 period, remote working may be required in line with government and/or University guidelines at the time.

Application Information

In addition to a CV, please submit a cover letter and contact details for 2 referees along with your application. Applicants who do not wish for anyone to be contacted until after an offer has been made, should indicate this alongside the details of their referees.

All applications should be emailed directly to ppls.hr@ed.ac.uk by 16.00hrs on Friday 24th September 2021.

All candidates should hold current right to work in the UK.