



Job Description

As part of the University, you are part of our community. We look for colleagues with diverse experiences, with drive, curiosity, and a genuine passion for their work. We are a place where everyone is welcome, and we offer a range of great policies and benefits designed to give you meaningful support inside and outside of work.

Our strategy is focused on people, research, teaching and learning, and social and civic responsibility - making sure that our work continues to contribute to a better future.

[University of Edinburgh Values](#)

Excellence, Principled, Accessible and inclusive, Relevant, and Ambitious.

Job Title:	University Teacher
Grade:	UE07
School/Department:	School of Informatics
Reports to:	Senior University Teacher

Why this role matters

To deliver teaching and student support on Informatics courses and undertake other teaching, student support and administrative duties.

What you will be doing (main responsibilities)

1. Teaching (75%)

Deliver a portfolio of teaching within the School, including:

- Contribute to the School's general teaching activities, including academic and pastoral support of students, tutoring and supervision of Honours and MSc projects.
- Plan, prepare and deliver teaching of undergraduate and masters taught.
- Provide advice and support to students to foster a strong student-focused culture and positive student experience.



- Manage courses including examinations, assessment and student feedback and be involved in enhancing online and hybrid teaching initiatives.
- Production of assessment materials, marking, moderation, providing feedback and participation in Boards of Examiners.

2. **Scholarship and Research** (10%)

Undertake scholarship and/or research in Informatics related disciplines and/or in the pedagogy of Informatics learning, teaching and assessment. Seek, or advance, recognition as a Fellow of the Higher Education Academy.

3. **Administration** (15%)

Contribute to the life and work of the School by undertaking academic administration roles within the School, demonstrating a collegiate approach to School, College and University.

This may include (but is not limited to):

- Participation in relevant School management committees and initiatives.
- Undertaking management and administration roles within the School.
- Representing the School or University to other parts of the University and externally to academic and non-academic stakeholders.
- Contributing to general School activities such as student and staff recruitment.

Key contacts/Relationships:

- **Within the School:** Senior University Teacher (line manager), Director of Teaching, Head of Informatics Student Services and Student Services staff, Cohort Leads and Programme Directors, academic and teaching staff within the School.
- **Within the University:** Academic and teaching staff from other Schools within the University.



Planning & Organising

- Designing new courses with the guidance of relevant Programme Director.
- Assess course resource requirements and secure and organise resources effectively.
- Plan course delivery over the semester, including teaching, tutorials, project work and assessment
- Simultaneously manage multiple teaching, learning and assessment assignments.

Problem Solving

- Resolve problems related to student learning for individuals and cohorts of students.
- Managing teaching related logistics and timetables.
- Supporting students with a wide range of abilities and cultural backgrounds.
- Adapting teaching materials and methods to different media and approaches (e.g. blended and online learning).

Decision Making

- Development or adaptation of course teaching materials to meet required learning outcomes and maintaining currency of content or developing new course contents
- Application of appropriate learning and teaching methodologies to courses, appropriate to student needs and learning styles.
- Make recommendations for potential improvements to course content and structure.
- The use of professional judgement in the provision of assessment and feedback to students.

What you bring to the role

Attributes	Essential	Desirable
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Knowledge & Experience	• Experience in developing teaching materials, methods and approaches and assessment of student performance. • Experience with a range of teaching mediums, including online and distance learning. • Excellent written and oral communication skills in a range of contexts. • Good interpersonal and organisational skills. • Willingness to seek membership of the Higher Education Academy, if not already a member.	• Membership of the Higher Education Academy and/or completion of a formal tertiary teaching qualification. • Experience as a post-doctoral researcher in an area of Informatics. • Publication records in the fields related to Informatics.
Education, Qualifications & Training	• PhD in an area of Informatics or nearing completion of a PhD (ie. thesis submission is imminent), and evidence of ability to impart knowledge and to motivate and inspire students to engage in learning. - or • A Masters' degree (or other professional qualification), and equivalent experience in an area of Informatics and substantial previous experience and achievement in delivering and facilitating student learning.	

What else you need to know about the role

The post may be held on a part-time basis. For part-time positions, in particular, hours of work may be flexible providing that they meet the requirements for timetabled teaching and related duties. This includes the possibility of asymmetric hours, with an uneven distribution over the academic year (ie annualised hours).



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Post-holders will be encouraged and supported to undertake relevant personal development in appropriate subject areas and in learning, teaching and student support.

If you require this document in an alternative format, please contact HR by email at

HRHelpline@ed.ac.uk