Queen Mary
University of London



# Job pack

## Message from the President and Principal



Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

qmul.ac.uk

Queen Mary University of London

## Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

### Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes
- Staff Networks
- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices

# Job description

| Job details | |
|---|---|
| **Job title** | Teaching Fellow |
| **School/Dept/Institute Centre/Faculty** | School of Mathematical Sciences |
| **Reports to** | Programme / Module Organiser |
| **Grade and salary** | Grade 5 - £45,174 to £52,790 per annum |
| **Hours per week** | Full-Time |
| **Appointment period** | Fixed term - Until 31/07/2027 |
| **Current location** | QMUL, Mile End Campus |
| **Work activity type** | Professional Services Support |

## Job context

The Teaching Fellow supports, teaches, advises and facilitates the learning of students in formal teaching sessions.

Ranked joint 7th in the UK for research quality in the 2021 Research Excellence Framework, Queen Mary University of London is a leading research-intensive higher education institution delivering worldclass education and knowledge exchange across the humanities, social sciences, medicine, dentistry, science and engineering.

The School of Mathematical Sciences is part of the Faculty of Science and Engineering, which comprises of five schools and two institutes. The Faculty's student population has grown in recent years, both within the UK and overseas, and its research profile has strengthened considerably. The Faculty is focussed on establishing itself as one of the leading Faculties for Science and Engineering in the UK.

The five schools collaboratively run the Science and Engineering Foundation Programme – a one-year pre-undergraduate programme designed to offer a preparatory entry route into undergraduate degrees. The Foundation programme is in a period of significant growth. At the same time, our range of undergraduate programmes remain very popular. The Teaching Fellow would mainly be focussed on supporting delivery of Foundation modules, through design, delivery and management of tutorial sessions and drop-in support sessions and supporting assessment and feedback.

The School has large and popular undergraduate and graduate programmes, and it aims to continue to expand its research profile as well as its study programmes across both UG and PGT. The School is organised into 5 Centres. Research Centres include the Centre for Combinatorics, Algebra and Number Theory, the Centre for Geometry, Analysis and Gravitation, the Centre for Dynamical Systems, Statistical Physics and Complex Systems, and the Centre for Mathematical Education.

## Job purpose

To contribute to the delivery of high-quality teaching through:

- Teaching and the assessment of student achievement
- Managing the surrounding student support through e.g. feedback

- Contributing to the design of modules and their assessment

Leading on relevant administrative tasks relevant to the module or programme

## Main duties and responsibilities

1. Design and prepare teaching materials for designated modules.

2. Organise and undertake teaching in the School as agreed with the Head of the School; this includes providing lectures, classes, seminars, and one-to-one supervision in a variety of combinations.

3. Carry out student assessment including continuous in-module assessment and assessment of lab-based/practical work where applicable.

4. Set and mark examinations and coursework as appropriate, including attending examiners' meetings.

5. Provide feedback to students, to enable them to assess their own performance and suggest learning objectives that will enable the student to develop in the subject.

6. Prepare and run classes / seminars / tutorials / workshops or sessions of a practical, interactive nature as a follow-up from lectures, where applicable. This will use appropriate teaching, learning support and assessment methods.

7. Identify areas where current provisions are in need of revision or improvement and feed this into the programme review process.

8. Contribute to the planning, design and development of objectives and materials to be utilised in programme reviews.

9. Contribute to the accreditation of programmes and quality control processes, as appropriate.

10. Attend School meetings as required as well other relevant QMUL meetings and boards, as agreed with the Head of School.

11. Comply with relevant QMUL policies and regulations regarding financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property, data protection or any other rules, regulations or codes binding on the member of staff.

12. Liaise with academic colleagues over collaborative teaching, in order to ensure efficient and successful programme delivery as appropriate.

13. Where appropriate, participate in and develop external networks to enhance the work of the School. Examples could include networks contributing to student recruitment, securing placements, etc.

14. Participate in appraisal and career development activities related to the role, as appropriate. A commitment to continuing professional development is required.

15. Complete administrative tasks such as administering programme evaluation questionnaires, completing student progress reports, monitoring student attendance in classes, and taking in / returning coursework.

16. Attend, as appropriate, courses and seminars offered by QMUL in connection with professional development in teaching and research, including relevant induction courses.

**The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role as reasonably requested by their line manager.**

**This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.**

**Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.**

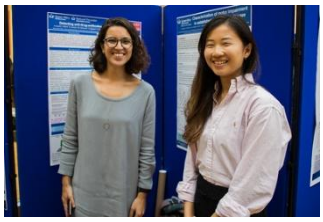
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# Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

**Essential:** Requirements without which the job could not be done.
**Desirable:** Requirements that would enable the candidate to perform the job well.

| Qualifications | Essential | Desirable |
|---|---|---|
| Postgraduate degree *and/or* relevant professional qualification *and/or* equivalent professional experience | ☒ | ☐ |
| **Experience/Knowledge** | | |
| Experience of undergraduate teaching appropriate to the level of appointment or professional experience in a relevant discipline to that being taught | ☒ | ☐ |
| Knowledge of subject to post-graduate level | ☐ | ☒ |
| **Skills/Abilities** | | |
| Ability to work independently and to show initiative | ☒ | ☐ |
| Ability to prioritise and balance competing demands | ☒ | ☐ |
| Ability to present specialist material in a logical, coherent and interesting manner, both to students and to fellow specialists | ☒ | ☐ |
| Good written and oral communication skills | ☒ | ☐ |
| Good presentation skills | ☒ | ☐ |
| Good basic IT skills | ☒ | ☐ |
| Demonstrable ability to cope under pressure of teaching, administration and competing deadlines | ☒ | ☐ |
| **Other** | | |
| Understanding of equal opportunities issues as they may impact on academic content and student need | ☒ | ☐ |
| Awareness of the risks in the work environment and the potential impact on colleagues and students, necessitating in some circumstances, the need to conduct risk assessments. | ☒ | ☐ |
| Flexible and professional approach to work | ☒ | ☐ |
| Responsive to feedback | ☒ | ☐ |
| *The ability to meet UK 'right to work' requirements. | ☐ | ☐ |





* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment

**Visa Sponsorship**

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

**Global Talent Visa Route**

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: https://www.gov.uk/global-talent

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

**Academic Technology Approval Scheme (ATAS)**

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate






## EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional Athena SWAN award for advancing gender equality and champion a number of EDI initiatives across the University. We also offer a number of development programmes including Springboard, Aurora and B-MEntor.
We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

## Flexible Working

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

## Family Friendly Policies

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

# Further Information

**Details about the school/Department/Institute can be found at:**

www.qmul.ac.uk/sms

Informal enquiries should be made to:

**Name: Matt Fayers**

**Email: m.fayers@qmul.ac.uk**

## General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place.

