University of Hertfordshire

Post title:	Graduate Teaching Fellow in Sports Therapy
Grade:	UH06
School/Department:	Health, Medicine and Life Sciences
Responsible to:	Subject Group Lead for the Institute of Sport
Responsible for:	N/A

MAIN PURPOSE OF JOB

To support the provision of teaching, student support, administration, and research within Sports Therapy at undergraduate and postgraduate level within the Department of Psychology and Sport.

RESPONSIBILITIES AND DUTIES

- To contribute to teaching within an allocated discipline
- To coordinate practical sessions where appropriate
- Assist with coordination and preparation of module teaching and learning activities
- To ensure accurate and correct completion of programme-related teaching and learning administration in full compliance with legal, professional and University requirements and to assist with coordination and preparation of module teaching and learning activities
- To assist with assessment of students, where appropriate, under the supervision of academic staff
- To support student engagement activities within the department
- To assist with supervision of research project work
- To support research activities
- To ensure work is in compliance with legal and regulatory requirements, health and safety, data protection, copyright and licensing, security, financial and other University procedures and codes of conduct, where appropriate
- To be responsible for the production, preparation and presentation of material for programme internal and external meetings, ensuring that all appropriate policies and procedures are adhered to and recording proceedings and actions in a written format as required
- Undertaking a range of general academic administrative duties
- Engage with the department's external stakeholders and partners
- To maintain effective filing, storage and archiving electronic or manual systems with particular regard to quality audit requirements.

SUPERVISION RECEIVED

The post holder will be managed by the Team Lead for Sports Therapy and will be operating with a reasonable degree of autonomy in carrying out the above responsibilities. The post holder will be expected to organise their activities and priorities in accordance with the demands of the post.

SUPERVISION GIVEN

No formal responsibility

RESPONSIBILITY FOR BUDGETS

The post holder will not be responsible for budgets

RELATIONSHIPS/CONTACTS

Internal: Academic and professional staff and students across the University at all levels.

External: Staff of appropriate professional, governmental and educational institutions. Private persons and businesses where appropriate, visitors, and prospective students.

This document outlines the duties required, for the time being, of the post holder of the post entitled Teaching Fellow to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and the line manager may vary duties, from time to time, which will not affect the general character of the post or the level of responsibility of the post holder.

PERSON SPECIFICATION

Post Title: Teaching Fellow
Grade: UH6
Responsible to: Team Lead for Sports Therapy

QUALIFICATIONS

Essential

- Minimum of a good honours degree or equivalent level qualification in Sports Therapy

Desirable

- Postgraduate degree
- A PhD or equivalent in a relevant subject or equivalent experience

EXPERIENCE

Desirable

- Experience of working in Higher Education

KNOWLEDGE AND ABILITY

Essential

- Good IT skills, including the use of MS Office and databases
- Numerate and literate
- Appropriate teaching ability
- Able to demonstrate a good understanding of customer/partner care, including a polite, helpful and confident telephone manner
- Ability to collect, process, analyse and present complex data
- Proficiency in English Language
- Excellent written and verbal communication skills
- Excellent interpersonal skills and ability to communicate efficiently in a variety of formats to different audiences
- Methodical approach/attention to detail
- Ability to work accurately under pressure to tight deadlines
- Ability to deal with sensitive material with strict confidentiality
- An awareness of the diversity within the student body
- Can demonstrate the ability to make contact with others to ensure that information is exchanged and circulated appropriately to the right person at the right time.

Desirable

- Understanding of Learning and Teaching requirements in Higher Education
- Understanding of IT hardware and software systems
- Ability to record information from meetings in a written format

PERSONAL CHARACTERISTICS

Essential

- Can-do attitude to problem-solving
- Flexible and adaptable
- Effective in a team setting
- Tact and diplomacy

- Ability to deal with conflicting priorities and to work under pressure with minimum supervision
- Able to demonstrate initiative and the ability to learn new skills
- Able to build a rapport with students of different ages and abilities

Desirable

- Able to demonstrate commitment to continuous improvement and to keep up to date in your field
- Ability to carry out physical tasks as appropriate
- Willingness to undertake professional qualifications, where appropriate

We are a values-led organisation. These values inform and sustain all our activities and reflect who we are as people. They tell everyone what is important to us and what drives us. We value:

Friendliness	Ensuring we act in a respectful and inclusive manner
Ambition	Supporting those determined to achieve
Collaboration	Encouraging working together for positive, shared outcomes
Enterprise	Being impact led and placing enterprise at our core
Student success	Working in partnership with our students and empowering them to reach their potential.

Shared Responsibilities

The University of Hertfordshire's vision is to transform lives, whether that's our students or staff. This means whoever you are, we will support you to reach your full potential to succeed during your career with us. Our staff community comprises innovative individuals who want to develop, excel and add value by doing their very best. We each embody the University values of friendliness, ambition, collaboration enterprise and student success. We are passionate about promoting and working in a diverse and inclusive staff community. Everyone who works for the University is encouraged to share in that sense of belonging, entitled to feel they are managed fairly, are valued and accepted, and understand they are being supported to succeed.