



Job Description

Chemistry Student Experience Teaching Fellow

Department: Chemistry

Grade: 7

Location: UCL Bloomsbury Campus

Reports to: Director of Studies (currently Dr Jamie Baker)

Context

The Chemistry Department

The Chemistry Department at University College London is the oldest in England, and today is one of the best in the UK, being ranked 2nd in the UK for the world-class impact of its research in REF(2014). We are located in Bloomsbury, at the heart of London, and offer an exciting and vibrant environment in which to study in one of the UK's top universities. The Department of Chemistry at UCL is committed to supporting excellence in both research and teaching. The department offers undergraduate BSc and MSci programmes in Chemistry and currently teaches 600 undergraduates registered in Chemistry as well as students who select Chemistry on the Natural Sciences programme and first year Chemistry for life scientists. The department also offers a number of Postgraduate Taught Masters courses with about 100 students per year and has an overall PGR student school of about 250 students.

The Chemistry Department has over 55 members of academic staff carrying out world-leading research. We specialise in the areas of organic synthesis, chemical biology, computational chemistry, nanotechnology, inorganic and materials chemistry, physical chemistry and chemical physics. The department has an annual research income of around £15 million, derived from many sources including the Research Councils (EPSRC, BBSRC, MRC, and NERC), European Commission and a wide range of charities and industrial partners in the UK, Europe and the USA.

Details about our research can be found on the departmental website <http://www.ucl.ac.uk/chemistry>.

Main purpose of the job

- The Department of Chemistry seeks to appoint a Student Experience Teaching Fellow. The postholder will be required to develop, lead and apply enhancements to the learning experience of students in the department. This will include in academic and pastoral support, cohort building, the shift to remote delivery and overall to achieve desired connected learning outcomes.

- The appointee will take a central role in supporting the ongoing shift to online delivery and connected learning across the department and will contribute significantly towards the development of e-learning in relation to curriculum, teaching resources and student assessment.
- The postholder will prepare and deliver whole or parts of undergraduate modules, including lectures, workshops and tutorials across the Chemistry syllabus.
- In consultation with the Departmental Teaching Committee the postholder will lead on academic, learning and pastoral support initiatives, which will be supported by a student support officer currently being recruited.
- The postholder will be a member of the teaching and learning support team, which will include eight Teaching Fellows.

Duties and responsibilities:

- To design and deliver new initiatives to enhance the student experience in the department.
- To design and deliver academic support initiatives, including to enhance personal tutor provision and specific support for each year group.
- To develop and deliver cohort building activities, both for students studying remotely and those present on campus.
- To play a leading role in supporting the shift to online delivery across the department, to achieve the desired connected learning outcomes and enhance the student experience.
- To serve as a regular contact for students across the department, providing academic, learning and pastoral support.
- To prepare and deliver whole or parts of modules appropriate to the background and experience of the applicant: including preparation of teaching material, delivery of lectures, workshops, tutorials, laboratory classes, assessments and marking of coursework and project reports.
- To undertake teaching and assessment activities across the department as required.
- To supervise postgraduate teaching assistants students, ensuring they are trained and performing to the expected standard.
- Assist with and develop other activities (e.g. widening participation/outreach/schools liaison and recruitment activities) as required.
- To provide advice and support to students, acting as 'Personal Tutor'.
- To contribute to the induction and direction of other staff and students as requested.
- The job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

- The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
- The postholder will actively follow UCL policies including Equal Opportunities and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.
- The postholder will maintain an awareness and observation of Fire and Health & Safety Regulations.
- To be aware of and act upon:

Disciplinary procedure and disciplinary rules

Grievance procedure

Section 7 and 8 of the Health and Safety at Work Act

Person Specification

| Criteria | Essential or Desirable | Assessment method (Application/Interview) |
|--|------------------------|---|
| Qualifications, experience and knowledge | | |
| Undergraduate degree in Chemistry or relevant related discipline | Essential | Application |
| PhD in Chemistry or related area | Essential | Application |
| GCSE English Grade C or above (or equivalent, e.g. IELTS) | Essential | Application |
| Experience in teaching chemistry at undergraduate or postgraduate degree level | Essential | Application and Interview |
| Experience in use and delivery of e-learning platforms | Essential | Application and Interview |
| Experience in developing initiatives to enhance student experience | Essential | Application and Interview |
| Experience in providing academic support to students | Essential | Application and Interview |
| Skills and abilities | | |
| Ability to teach students with a variety of skills and backgrounds | Essential | Application and Interview |
| Good interpersonal skills and the ability to liaise with a variety of people, including the ability to relate to staff and students in a teaching and learning context | Essential | Application and Interview |
| Excellent verbal and written communication skills in English | Essential | Application and Interview |
| Ability to prioritise and organise own workload | Essential | Application and Interview |
| Ability to work under pressure and to meet time-critical schedules | Essential | Application and Interview |
| Personal attributes | | |
| Commitment to high quality teaching and fostering a positive learning environment for students | Essential | Application and Interview |
| Ability to work collaboratively and as part of a team | Essential | Application and Interview |

| Criteria | Essential or Desirable | Assessment method (Application/Interview) |
|---|------------------------|---|
| Ability to interact with small and large groups of students with differing abilities | Essential | Application and Interview |
| The desire to develop a portfolio of work that demonstrates pedagogical research into chemistry | Essential | Application and Interview |
| Enthusiasm to acquire new skills to support your work and a commitment to keeping skills and knowledge up to date | Essential | Application and Interview |

General Information

Terms & Conditions of Employment

The post is a UCL grade 7 post, the salary for which ranges from £35,965 to £43,470 per annum (including London Allowance of £3,148 p.a.). Starting salary is usually £40,062.

All posts that are based outside of London, for example at Harwell, will **not** have London Allowance included in the salary.

Progression through the salary scale is incremental. Cost of living pay awards are negotiated nationally and are normally effective from 1st August each year. UCL's non-clinical pay and grading structure is at http://www.ucl.ac.uk/hr/salary_scales/final_grades.php.

UCL's terms & conditions for research, teaching and professional services staff are at:

<https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff>

The full range of benefits is at http://www.ucl.ac.uk/hr/benefits/employee_benefits.php

General information for Overseas Applicants

<https://www.ucl.ac.uk/human-resources/working-ucl/employment-contract-administration-team/immigration>

<https://www.ucl.ac.uk/human-resources/working-ucl/relocating-uk-guide>

Equal Opportunities

www.ucl.ac.uk/hr/docs/equal_opportunity.pdf

The Department has been awarded a Bronze Athena Swan Award and we support the Athena beliefs that:

- The advancement of science, engineering and technology (SET) is fundamental to quality of life across the globe.
- It is vitally important that women are adequately represented in what has traditionally been, and is still, a male-dominated area.
- Science cannot reach its full potential unless it can benefit from the talents of the whole population, and until women and men can benefit equally from the opportunities it affords.

Further information on Athena Swan is at <http://www.athenaswan.org.uk/>

Apply

To apply for this position visit:

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