



# Job Description

## Job Title: Teaching Fellow

**Department:** History

**Location:** Bloomsbury Campus, London

**Grade:** 7

**Start date:** 02 January 2020

**Duration:** 6 months

**The appointment:** 0.20 FTE

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### Reports to:

Head of Department

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### Context

UCL History, which dates back to 1830, is consistently ranked as one of the best history departments in the world for quality of both its research and teaching. The department has around 40 permanent academic staff complemented by a team of Teaching Fellows and Graduate Teaching Assistants. All aspects of departmental activity are facilitated and supported by a professional services team of 7. Departmental life is enriched by a number of Research Associates working on specific funded projects. We also host early career researchers.

The department's undergraduate student numbers are around 600; with a sizable graduate student body of 100 taught graduate students and 60 research students.

Most undergraduates take a BA in History, and we also offer Ancient History, History with a European Language and History with a Year Abroad. Our taught masters degrees are MA in History, MA in European History, MA in Ancient History, MA in Transnational Studies, MA in Chinese Health and Humanity, MA in Medieval and Renaissance Studies, and MA in Intellectual History and the History of Political Thought.

We are based in four fine mid-Victorian town houses. Please note that their design will pose difficulties for individuals whose mobility is impaired.

[www.ucl.ac.uk/history](http://www.ucl.ac.uk/history)

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## Main purpose of the job

The Department of History would like to recruit a Teaching Fellow for the period 02 January 2020 to 30 June 2020, to cover a period of planned staff leave.

The Teaching Fellow will provide teaching and a co-ordinating role on the following Level 5 'thematic' module:

**i) Superpower: A Global History of the United States, 1898-1989**

*How did the United States become the most powerful nation on earth? Popular narratives often stress the exceptionalism of the United States: an apostle of universal democratic liberty, brought out of its nineteenth-century isolation because of its unique commitment to democratic liberty. More critical narratives, by contrast, have argued that there was an elite project to turn the United States into a new kind of global empire, one which was profoundly contradictory to the true nature of American democracy.*

*This course will seek to test these conflicting interpretations by exploring the development of US power in the twentieth century, but also to transcend them by showing how the history of US foreign policy can be situated within transnational and global processes. We will examine US diplomacy, international relations, and economic and military interventions overseas. However, we will also explore other kinds of global connections, such as the often outsized role played by specific subgroups within American society whose gendered, racial, class-based and religious concerns transcended national borders. We will look at the development of supranational institutions and ideas. And we will explore the way in which the United States' increasingly intense engagement with the rest of the world changed the nation at home, whether in terms of the strengthening of the federal state, the transformation of politics and society, or even the reconstruction of the landscape of America itself.*

This module, aimed at second-year students, is taught by weekly 2-hour seminars (two groups each of c. 15 students). The module is timetabled as follows: Thursdays 09:00-11:00 (seminar group 1) and 2.00-4.00pm (seminar group 2).

Specific teaching duties will include:

- Convening and teaching this full-year module over the period of the second term (w/b 13 January to w/b 23 March). This will be facilitated by a handover with the current module tutor.
- In the third term (27 April to 12 June) to act as first examiner for the module.  
Assessment methods:  
HIST0079: 2 X 2,500-word essay (50%) and a 3-hour examination (50%)  
HIST0543 (term 1): 1 X 4,000-word essay (100%) - Term 1 Affiliate students only  
HIST0543 (term 2): 2 X 2,500-word essay (40/60%) - Term 2 Affiliate students only
- Undertake second marking duties as required by the BA Chair Board of Examiners (proportionate to the volume of first marking).

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## **Duties and responsibilities:**

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1. Teach lectures, seminars, and tutorials for the modules as specified on this job description.
2. Prepare appropriately for teaching each lecture, seminar or tutorial
3. Teach lectures, seminars or tutorials in accordance with the published departmental timetable relating to the relevant modules.
4. Adhere to assigned teaching schedules as closely as possible. Start and end lectures, seminars and tutorials on time. Where rescheduling is unavoidable, inform the Programmes Administrator as early as possible.
5. Report sickness absence to the Departmental Manager on the first day of absence.
6. Prepare and update class materials on Moodle.
7. Liaise with the Director of Teaching about problems encountered within modules.
8. Hold weekly office hours (at least one hour per week) for student drop-in.
9. Mark formative coursework for the named modules, and return this promptly (within the timeframe prescribed by the Director of Teaching), providing students with constructive and comprehensive written feedback.
10. Adhere to the departmental requirement that each student be provided with one-to-one essay feedback (in person).
11. Mark examinations as allocated by the Chair of the appropriate Board of Examiners.  
The post-holder is required to undertake a proportionate allocation of second marking/moderation, as determined by the Chair of the appropriate Board of Examiners, in addition to the first marking allocation.
12. Keep a register of student attendance at tutorials.
13. Complete student module reports, where required, for each individual student on a termly basis.
14. Email any student who is absent from a tutorial without excuse.
15. Refer any persistent student absence to the relevant Programmes Administrator.
16. Provide academic guidance to students attending tutorials.
17. Act as a first point of contact for students and refer students as appropriate (e.g. to the Departmental Tutor).
18. Attend UCL training sessions for Teaching Fellows; and attend all required training sessions arranged by the department (as determined by the Director of Teaching).
19. Engage with peer observation of teaching as required.
20. Fulfil appropriate probationary and appraisal requirements.

### **In Addition**

21. The postholder will be expected to carry out any duties as are within the scope and purpose of the job as requested by the line manager, Director of Teaching, Head of Department.
22. The postholder will be expected to actively follow UCL policies including Equal Opportunities policy.
23. The postholder will be expected to maintain an awareness and observation of Fire, Health & Safety Regulations.
24. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the postholder.

# Person specification

<b>Qualifications</b>	
PhD in a relevant field of History	E
<b>Experience and personal attributes</b>	
Previous experience of teaching undergraduate students in this period and specialism	E
Previous experience of small group teaching	E
Commitment to high-quality teaching and fostering a positive learning environment for students	E
Excellent verbal and written communication skills	E
Excellent presentation skills	E
Experience of using on-line learning environments	E
Good organisational skills and the ability to meet deadlines set by the relevant departmental officer	E
Proven ability to manage time and work to strict deadlines	E
Diplomacy and tact when dealing with students or pastoral care issues	E
Experience of acting in Personal Tutor capacity	D
Experience of marking (formative, summative, examinations)	E
Commitment to your own personal development	E

# Apply

To apply for this position visit:

[ucl.ac.uk/jobs](http://ucl.ac.uk/jobs)

## Application Procedure

Applications for the position should be made online at <http://www.ucl.ac.uk/hr/jobs/> and click on the 'Current employment opportunities at UCL' link.

You are required to upload the following documents as **two** attachments.

Attachment 1. a letter of application specifying how you meet the criteria set out above (maximum length 2 pages)

Attachment 2. a cv (maximum 5 pages)

In addition, please arrange for **two academic referees** to write confidentially to the recruitment panel, c/o Claire Morley, Department of History, UCL, Gower Street, London, WC1E 6BT. References may also be emailed to [claire.morley@ucl.ac.uk](mailto:claire.morley@ucl.ac.uk)

Any questions relating to either the post or the applications process should be addressed to Claire Morley, tel: +44 (0)20 7679 1340, email: [claire.morley@ucl.ac.uk](mailto:claire.morley@ucl.ac.uk)