### LONDON’S GLOBAL UNIVERSITY



**Job Description: Principal Teaching Fellow** in the Centre for Advancing Learning and Teaching

Title Principal Teaching Fellow

Grade 9

Reports to Director of CALT

Post: As and When

**1. Background Information**

UCL is one of the world’s top universities. Based in the heart of London it is a modern, outward-looking institution. At its establishment in 1826 UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today.

UCL’s excellence extends across all academic disciplines; from one of Europe’s largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for architecture (UCL Bartlett) and fine art (UCL Slade School).

UCL is in practice a university in its own right, although constitutionally a college within the federal University of London. With an annual turnover exceeding £800 million, it is financially and managerially independent of the University of London.

**The UCL community**

UCL’s staff and former students have included 21 Nobel prizewinners. It is a truly international community: more than 40%of our student body – around 35,760 strong – come from nearly 140 countries and nearly one-third of staff are from outside the UK.

UCL offers postgraduate research opportunities in all of its subjects, and provides around 200 undergraduate programmes and more than 400 taught postgraduate programmes. Approximately 60% of the student community is engaged in graduate studies, with more than a third of these graduate students pursuing research degrees.

**Quality of UCL’s teaching and research**

In the Research Excellence Framework 2014 (REF2014), UCL was rated the top university in the UK for ‘research power’ (the overall quality of its submission multiplied by the number of FTE researchers submitted). It was rated top not only in the overall results, but in each of the assessed components: publications and other research outputs; research environment; and research impact. REF2014 confirmed UCL¹s multidisciplinary research strength, with many leading performances across subject areas ranging from biomedicine, science and engineering and the built environment, to laws, social sciences, and arts and humanities.

**Location and working environment**

Based in Bloomsbury, UCL is a welcoming, inclusive university situated at the heart of one of the world’s greatest cities. UCL’s central campus is spread across approximately 3 square kilometres of central London and is within easy reach of Euston, King’s Cross and Marylebone mainline stations, the Eurostar terminal at St Pancras and the following Underground stations – Euston Square, Warren Street, Goodge Street and Russell Square. Road connections to the M1 and M40 motorways give easy access.

Find out more at [www.ucl.ac.uk](http://www.ucl.ac.uk)

**2. The Role**

**Job Title: Principal Teaching Fellow**

**Location: CALT, 10th Floor, 1-19 Torrington Place, London, WC1E 7HB**

**Reports to: The Director of CALT**

**Contract: As and when**

**Salary Scale: Grade 9**

UCL’s Centre for the Advancing of Learning and Teaching (CALT) comprises a vibrant group of staff who are committed to:

* ensuring that UCL offers the best possible quality of education for its students, by forging creative connections between its world-leading research and its teaching and learning at all levels of the curriculum, and by enabling students to learn through participating in research and collaborative enquiry (see UCL’s [Connected Curriculum](http://www.ucl.ac.uk/teaching-learning/strategic_priorities/connected-curriculum) initiative);
* providing rich opportunities for all staff who teach, support students’ learning and/or are leaders of education to develop their academic, professional and leadership practices, and to gain appropriate qualifications and opportunities in so doing (see [UCL Arena](http://www.ucl.ac.uk/arena));
* working with students as partners and ‘agents for change’ through the [UCL ChangeMakers](http://www.ucl.ac.uk/changemakers) initiative;
* influencing and contributing to the higher education sector nationally and internationally in relation to the development of research-based higher education, academic practice and academic leadership.

CALT is seeking to appoint a Principal Teaching Fellow on an ‘as and when’ basis whose main focus will be enhancing the quality of education across all Faculties, offering support and mentoring to the Acting Director of UCL Arena and CALT Senior Teaching Fellows. Our UCL Arena scheme aims to provide opportunities for all staff to engage in developmental events and activities; the post holder will participate in strategic initiatives to enhance the quality of education and the student experience more widely, and contribute to the implementation of the Connected Curriculum initiative.

**Responsibilities include:**

1. Supporting Arena One, Two and Open teams, in collaboration with the Acting Director of UCL Arena, offering mentoring to the Acting Director.
2. Designing and facilitating specific workshops or seminars as required both at UCL and internationally.
3. Contributing to the development of curriculum design and delivery, in accordance with UCL’s ‘Connected Curriculum’ model, working in collaboration with Digital Education and with the Principal Teaching Fellow (Connected Curriculum), Director of CALT and the wider CALT Teaching Fellow team.
4. Developing own scholarship, using research outcomes to inform and guide UCL colleagues in order to enhance the quality of teaching, learning and student support.
5. Engaging in continuous professional development.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

An indication that the post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.

The post holder will actively follow UCL policies including Equal Opportunities policies.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

**Person Specification: CALT Principal Teaching Fellow ‘as and when’**

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|  | **Criteria** | **Assessed by** | |
|  |  | Application | Interview |
| 1 | Educated to first degree level/equivalent with teaching experience in higher education and a teaching-related qualification (e.g. PGCHE and/or Fellowship of the Higher Education Academy). *(A higher-level qualification is desirable but not essential.)* | X |  |
| 2 | An ability to teach on the Arena One Gateway workshops and Teaching Associate Programme (Associate Fellowship of the HEA), and to contribute effectively to the Arena Two programme for probationary staff (Fellowship of the HEA) and the Arena Open scheme (all levels of HEA Fellowship. | x | X |
| 3 | Strong track record of providing effective advice and guidance to individuals and Departments / Faculties on pedagogy and teaching, learning and assessment issues, including on curriculum design and teaching and assessment methodologies. | X | X |
| 4 | Experience of identifying and responding effectively to developmental needs within departments and of advising senior colleagues (e.g. Heads of Department, Deans) on strategic approaches to teaching, learning, assessment and curriculum enhancement. | X | X |
| 5 | Understanding of research-intensive HE institutional culture and an ability to tailor advice, guidance and support to that culture, in response to departmental and institutional need and strategic objectives, particularly those relating to National Student Survey feedback. | x | X |
| 6 | Experience of working successfully with students as partners and/or analysing student feedback to enhance teaching-related practices and curriculum design. | x | x |
| 7 | Track record of securing internal and/or external funding to support teaching and learning projects. (*Desirable.*) | X |  |
| 8 | Experience of applying scholarship to inform developmental guidance and advice provided to colleagues. |  | X |
| 9 | Ability to build and maintain productive working relationships and to work effectively with staff and management at all levels, both within CALT and across UCL, in support of shared objectives, and to contribute to collaborative working and a supportive team environment within CALT. |  | X |
| 10 | Excellent written and interpersonal communication skills. | X | X |
| 11 | Self-starter, with the ability to manage own workload within the parameters set by the Director and others as appropriate. |  | X |

**Location**

1-19 Torrington Place, London, WC1E 7HB.

**Reporting Structure**

The post holder is responsible to the Director of CALT

**Line Management Responsibilities**

The post holder will not have any line management responsibilities.

**Grade**

The appointment will be on the grade 9 Salary Scale.

**Salary**

Salary according to skills and experience – the salary range (including London Allowance)

£54,240 - £58,978 per annum.

**Hours of work**

Allocated on an ‘as and when’ basis.

**References**

The appointment will be subject to receipt of satisfactory references.

**How to apply**

For more information, please contact [a.greenslade@ucl.ac.uk](mailto:a.greenslade@ucl.ac.uk)

To apply, please send a short letter explaining why you’d like to apply and attach a brief CV and a summary of how you meet the requirements to Amanda Greenslade [a.greenslade@ucl.ac.uk](mailto:a.greenslade@ucl.ac.uk) no later than Thursday 26th January 2017.