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| **Job Title:** | Principal Teaching Fellow |
| **Department/Division/Faculty:** |  |
| **Campus location:** |  |
| **Job Family/Grade:** | Principal Teaching Fellow |
| **Responsible to:** |  |
| **Line Management responsibility for:** |  |
| **Key Working Relationships (internal):** |  |
| **Key Working Relationships (external):** |  |
| **Contract type:** |  |

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| **Purpose of the Post**  Imperial College London is the only UK university to focus entirely on science, engineering, medicine and business. Our international reputation for excellence in teaching and research sees us consistently rated in the top 10 universities worldwide.  We aim to offer all of our students a world-leading, rigorous, evidence-based, inclusive educational experience embedded in a vibrant research environment. Our new Learning and Teaching Strategy, launched in June 2017, sets out an ambitious programme of work aimed at establishing Imperial as a global leader in innovative, evidence-based education. Implementation of the Strategy will be underpinned by significant new investment in education which will support new, innovative, evidence-based teaching and learning methods across the College.  *Insert information about the Department and taught programmes here.*  The main purpose of the post is the delivery of e-learning material, project and activities for teaching.  *Amend as relevant with additional detail relevant to the role.* |
| **Key Responsibilities** *(To be amended as applicable. These are intended to indicate representative work activities rather than be prescriptive in nature. They provide an indication of the types of tasks, and their level of complexity expected at this grade in the Learning and Teaching job family. Staff are not necessarily expected to undertake all of the tasks listed; some staff will be undertaking different tasks)*  Contribution to the College's Educational Mission   * Develop own teaching materials, methods and approaches, applying innovative and appropriate techniques. Be responsible for the design and delivery of teaching material and the assessment of teaching activities. Support others with the development of teaching materials * Be responsible for major areas of teaching activity within either Faculty or College. Support others in the effective use of appropriate teaching, learning support and assessment methods. Apply knowledge acquired from scholarship to own teaching practice * Set and assess the work (including examinations and coursework) and progress of students using appropriate methods and criteria. Provide constructive and timely feedback on essays and course assessments. Use innovative approaches to providing feedback * Provide leadership to and develop activities such as admissions, student recruitment and outreach work * Supervise undergraduate and postgraduate student projects, field trips and placements * Provide strategic leadership in curriculum design and delivery across a range of programmes of study at various levels, in a way which is consistent with the aims of the Learning and Teaching Strategy. Use an evidence-based approach to develop suitable strategies where areas of current provision are identified as in need of revision or improvement   Educational Research, Evaluation and Critical Enquiry   * Lead on the activities of evaluation, critical enquiry and educational research * Manage and develop teams and staff involved in teaching, e.g. teaching fellows, technicians or administrators * Engage in educational research and other scholarly activities * Secure internal or external funding for teaching initiatives or scholarship   Leadership and Management   * Manage and develop teams and staff involved in teaching, e.g. teaching fellows, technicians or administrators   Profession and Practice   * Be recognised at a senior level by relevant professional body/bodies * Be a reflective, responsive practitioner committed to personal and professional development, and the development of own teaching and learning skills * Undertake internal learning and development training as relevant to role * Lead training and development for other staff, and shape provision * Actively participate in academic conferences and workshops both nationally and internally (e.g. presenting, chairing, organising breakouts |

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| **Person Specification** |

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| **Requirements**  Candidates/post holders will be expected to demonstrate the following: | **Essential (E)/**  **Desirable (D)** |
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| * **Education** |  |
| A degree (or equivalent) and an appropriate postgraduate qualification in a related discipline | E |
| Recognised teaching qualification in Higher Education learning and teaching | E |
| **Experience** |  |
| Specialist knowledge in the relevant discipline and of teaching methods and techniques within own area | E |
| Experience of producing clear and concise written material for guidance, management information and for general decision making purposes | E |
| Sufficient breadth and depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support | E |
| Relevant experience of working on e-Learning projects and delivering successful outcomes | E |
| Experience of presenting own work both written and verbally | E |
| **Knowledge** |  |
| Develop familiarity with a variety of strategies to promote and assess | E |
| Demonstrable familiarity with a variety of student-centred strategies to promote and assess teaching and to provide constructive feedback | E |
| In-depth understanding of education and practice in own specialism | E |
| A good working knowledge of Microsoft Office | E |
| Good understanding and confident application of the evidence/theory underpinning the use of e-learning in delivery, assessment and feedback | E |
| Ability to deliver teaching, supervising and assessing in XXXX at undergraduate and postgraduate level in higher education at the highest standards | E |
| An informed, critical understanding of the core UG/ PG syllabus in XXXX |  |
| **Skills & Abilities** |  |
| Proven ability and major achievements in teaching, demonstrated by consistently high quality and substantial record in teaching, including national and/or international recognition | E |
| Ability to work flexibly and as part of a team in an open-minded and cooperative manner to manage and successfully deliver project outcomes | E |
| Demonstrable ability to take initiative, prioritise efficiently and work autonomously | E |
| Evidence of excellent communication and interpersonal relationship skills | E |
| * Effective communication and problem solving skills and a willingness to engage with relevant CPD | E |
| * Ability to work under pressure and to demonstrate good time management and organisational skills | E |
| * Excellent written and oral communication skills, including accurate grammar, spelling and punctuation and good attention to detail | E |
| * Undertake any training necessary for this role | E |

<HR/Recruitment Hub to add/edit standard text here>

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [Imperial Values & Behaviours framework](https://www.imperial.ac.uk/about/values). Our values are:

* Respect
* Collaboration
* Excellence
* Integrity
* Innovation

Employees are also required to comply with all College policies and regulations paying special attention to: Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety, Information Technology, Smoking, Private Engagements and Register of Interests. They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](https://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-management-system/structure-and-responsibilities/) page.

*The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA),* *which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see*[*https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/*](https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/)

*The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College’s care are treated with full respect, and that all staff involved with this work show due consideration at every level.* [*Find out more about animal research at Imperial*](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research)*.*

*We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation. We are an* [*Athena SWAN Silver Award*](https://www.imperial.ac.uk/equality/accreditations/athena-swan/) *winner, a* [*Disability Confident Leader*](https://www.imperial.ac.uk/equality/accreditations/disability-confident/) *and a* [*Stonewall Diversity Champion*](https://www.imperial.ac.uk/equality/accreditations/stonewall/)*.*

**[Date]**