**Job Description: Teaching Fellow**

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| **Faculty:** | Faculty of Science and Engineering |
| **Department/Subject:** | Computer Science |
| **Grade & Salary:** | Grade 7 - £34,132 to £38,249 per annum together with USS benefits |
| **Hours of work:** | 35 hours per week (1.0 FTE) |
| **Contract:** | Fixed-term until July 31, 2026, available to start from August 1st 2025 |
| **Location:** | Bay Campus |

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| **Main Purpose of Post:** | Swansea University is committed to providing the highest possible quality of teaching and student experience. This student-centred Teaching Fellow role is critical to delivering that commitment. The Teaching Fellow will be passionate about education and working with students and will be committed to enhancing the quality of teaching and the wider student experience. They will contribute to the delivery of excellent teaching and learning in a variety of ways and settings, such as, but not limited to, small tutorial groups, seminars and workshops, practical classes and field courses and large lectures. This may also include developing their own or updating existing teaching materials, setting and marking assessments and providing timely feedback to students. In addition, the Teaching Fellow may contribute to recruitment, outreach and other student-facing support activities.  The Teaching Fellow should be available to deliver teaching and student-facing education during the university’s stipulated core teaching timetable hours; support for non-traditional forms of education, recruitment and outreach activity, which may also require some out of hours work on evenings or weekends. The role of the Teaching Fellow is solely focused on the provision of high-quality education, student recruitment and an excellent student experience. As such, there is no expectation or allowance for the Teaching Fellow to undertake original research or scholarship, apart from that necessary to conduct their role effectively.  **Computer Science**  Founded in 1967, the Computer Science Department at Swansea University has been ranked highly for both teaching and research over the years. For example, the Guardian University Guide 2023 placed it 25th in the UK and 1st in Wales. In the UK’s Research Excellence Framework (REF) 2021, 90% of our research was ranked world-leading and internationally excellent, and we achieved 100% world-leading and internationally excellent ratings in Impact – underlining our dedication to embedding real-world impact in what we do.  The Department has the ambition to expand its undergraduate and postgraduate provision, through new and enhanced programmes of study, as well as develop resources for hybrid and on-line delivery of modules. At the same time, we are looking to retain the recognition of excellence that we have enjoyed historically for our teaching. To this end, we are seeking enthusiastic and dedicated Teaching Fellows who are able to deliver high-quality teaching, administration, and student support across our undergraduate and taught postgraduate programmes of study.  **Teaching Fellow**  The role of the Teaching Fellow in Computer Science involves developing and delivering undergraduate and taught postgraduate modules for the Computer Science department, as well as providing support with the teaching administration in general. The latter will include the organisation of events such as information days, away days, student competitions, project fairs; handling student queries, tackling engagement issues; as well as assisting Programme Directors in their work with, e.g., curriculum reviews and examination board meetings.  This position is offered on a fixed-term basis to cover a period of maternity leave.  Informal enquiries about the role are welcome and should be directed to Professor Jiaxiang Zhang, Head of Computer Science, [jiaxiang.zhang@swansea.ac.uk](mailto:jiaxiang.zhang@swansea.ac.uk); Dr Liam O’Reilly, Undergraduate Programme Director, [L.P.OReilly@swansea.ac.uk](mailto:L.P.OReilly@swansea.ac.uk); or Dr Bertie Muller, Postgraduate Programme Director, [berndt.muller@swansea.ac.uk](mailto:berndt.muller@swansea.ac.uk). |
| **General Duties** | General duties will include, as appropriate, some or all of:   1. Deliver high-quality teaching across a broad range of core and other material relevant to the discipline. 2. Develop own high-quality teaching & learning material 3. Contribute to the development and delivery of new and existing modules and programmes 4. Set and mark coursework, exams and other assessments as appropriate, providing impactful written and oral feedback to students 5. Act as a Personal Tutor 6. Support activities that enhance the overall student experience and deliver successful student outcomes, such as, but not limited to, student experience surveys, degree outcomes, retention and progression 7. Assist in the development of students’ study skills, identifying and responding to cohort trends and individual needs 8. Supervise undergraduate and taught postgraduate dissertations and/or projects 9. Actively participate in open days and other student recruitment initiatives 10. Contribute to the outreach activities of the discipline 11. Such other education and student experience duties as may reasonably be required |
| **Person Specification Criteria** | |
| 1. A degree in the relevant subject area 2. An appropriate post-graduate qualification, or equivalent relevant professional experience 3. Recognised teaching qualification, or a commitment to achieving this (e.g. the PG Cert in Higher Education) 4. Evidence of delivering excellent teaching and a high-quality learning experience for students, including use of Virtual Learning Environments 5. Excellent written and oral communication skills 6. Excellent interpersonal skills, including the ability to communicate effectively with students, teachers, academics, and businesses and other organisations 7. Ability to work independently using own initiative, and also to work well as part of a team 8. Excellent organisational and time-management skills, with demonstrable ability consistently to meet challenging deadlines | |
| **Desirable Criteria** | |
| 1. Experience of working in an Academic environment | |
| **Welsh Language:** | |
| Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). | |

 