**Job Description: Transnational Education Teaching Fellow (China)**

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| **Faculty:** | Faculty of Science and Engineering |
| **Departments** | Mechanical Engineering and Electronic and Electrical Engineering |
| **Grade & Salary:** | Grade 7 - £34,132 to £38,249 per annum together with USS benefits |
| **Hours of work:** | 35 hours per week |
| **Contract:** | Permanent |
| **Location:** | These two positions will be based at the Bay Campus with extended teaching periods in China |

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| **Main Purpose of Post:** | Swansea University is committed to providing the highest possible quality of teaching and student experience. The student-centred Transnational Education (TNE) Teaching Fellow role is critical to delivering that commitment whether working on-campus in Swansea or overseas at partner institutions campuses. 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, lectures, example classes and practical laboratories. 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 TNE Teaching Fellow may contribute to recruitment, articulation opportunities, summer schools and other international and home student-facing support activities as required.  The TNE Teaching Fellow should be available to deliver teaching in China for extended periods up to two twelve-week blocks per year teaching intensively on our joint programmes in addition to supporting learning and teaching when in Swansea. Due to the current requirements of delivering Swansea University TNE in China we invite applicants with the ability to teach subjects in the areas of Electronic and Electrical Engineering and Mechanical Engineering.  The role of the Teaching Fellow is focused on the provision of high-quality education, student recruitment, articulation projects and delivering 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. |
| **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 FSE programmes, TNE joint programmes and 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 dissertations and/or projects 9. Actively participate in open days and other student recruitment initiatives 10. Contribute to the outreach activities of the discipline in Swansea and internationally 11. Other education and student experience duties as may reasonably be required 12. Preparation for and travel to and from China including visa preparation. |
| **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 9. The ability and mindset to teach overseas in China for extended periods | |
| **Desirable Criteria** | |
| 1. Experience of working in an Academic environment 2. Experience of delivering TNE | |
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