# 

## ROLE DESCRIPTION

# Teaching Fellow

**Kaiwhakaako**

## **PRIME FUNCTIONS**

## Teaching Fellows teach and provide teaching-related support and administration. They work closely with course convenors and assist in developing teaching materials, practical sessions and assessments.

## Teaching Fellows provide a key point of contact for academic queries from students, assisting with tutoring and pastoral care.

## Research is not required although Teaching Fellows may provide input into a research project.

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## **TEACHING OBJECTIVES**

## Present lectures, tutorials, seminars, laboratories, and workshops.

## Support and undertake teaching to a standard that meets the quality standards expected in the Department/School/Division and discipline.

## May convene papers, modules or courses (normally Band 2 only).

## Ensure materials for delivery of classes are prepared and assigned as per the paper and course requirements.

## Assist with the preparation and development of course material, course plans, assessment criteria and feedback approaches to support the paper and course activities.

## Invigilate and mark assessment exercises and provide feedback to students on their progress towards learning outcomes.

## Coordinate the marking process and ensure the provision of constructive and timely feedback.

## Provide appropriate pastoral support to students.

## May provide course advice to students as a recognised and trained adviser.

## Contribute disciplinary pedagogic expertise and experience to discussion on areas of the curriculum, working collaboratively to support and encourage colleagues to think creatively and innovatively.

## Share teaching expertise with colleagues within the Department.

## Facilitate and support the use of appropriate tools and technology in the delivery of teaching, including for on-line learning.

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## **TEACHING PRACTICE**

## Maintain own teaching practice, evidenced by the ability to demonstrate knowledge of developments including technical or discipline changes.

## Maintain, as appropriate, involvement or memberships of discipline-related organisations or groups.

## Maintain an awareness of teaching developments in the discipline.

## Maintain an awareness of research developments in the discipline.

## Maintain best practice and strive for excellence in teaching.

## **RESEARCH AND SCHOLARSHIP ACTIVITIES**

## *The opportunity to undertake research is subject to Department, School or Divisional requirements.*

## May work towards a tertiary teaching, postgraduate or professional qualification.

## May assist academic staff in the development of research programmes by contributing a discipline-based perspective.

## May provide discipline expertise to postgraduate students or their supervisors.

## **SERVICE**

## Share knowledge with and contribute to the University and broader community.

## Contribute to the academic goals of the Department, School and Division by applying and sharing knowledge in their discipline.

## May be required to undertake management/leadership roles within the University and/or community at a level consistent with their band.

## **RELATIONSHIPS**

## Directly responsible to: Head of Department, or Senior PPF, Senior TF or other Academic staff member under the overall direction of the HoD.

## Supervision of: May supervise at low levels.

## Functional relationships with: Students

## Academic staff

## General Staff

## Others in the profession

## Professional organisations

## **QUALIFICATIONS AND EXPERIENCE**

## **Essential**

## Appointments to Band 1 may be a relatively recent graduate with some teaching or tutoring experience.

## Appointments to Band 2 will be experienced teachers with several years’ experience in their discipline, and normally hold or be working towards a relevant postgraduate qualification and/or teaching qualification.

## Preferred

## Hold, or be studying towards, a higher degree or tertiary teaching qualification.

## MĀORI STRATEGIC FRAMEWORK

## Act in a manner consistent with the principles and implications, as well as the University’s commitment to te Tiriti o Waitangi as articulated in the Māori Strategic Framework.

## PACIFIC STRATEGIC FRAMEWORK

## Act in a manner consistent with the strategies and goals contained in the University’s Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

## SUSTAINABILITY

## Act in a manner consistent with the University’s sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.