



Job Title	Visiting Teaching Fellow in Geographical Sciences
School/Department	School of Geographical Sciences
Job Level	UNNC Scale B Level 4
Job Family	Research and Teaching
Contract Status	This post is available from 17 Feb 2025 and will be offered on a fixed-term contract for a period of 1 year and a probation of 2 months.
Location	University of Nottingham Ningbo China
Hours of Work	Irregular working hours, with 36¼ hours spread over 5 days
Responsible to	Head of School of Geographical Sciences

Purpose of role:

The role's primary purpose will be to teach and provide advice as a member of a teaching team within an established program of study. The post holder will also help to develop new course proposals and may contribute to curriculum development in the School.

The Role holder will have specific responsibility for identifying the learning needs of students and ensuring that the content, methods of delivery, and learning materials meet the defined learning objectives of GEOG1026 (Introduction to GIS); GEOG1028 (Research Skills); GEOG 1025 (Global Environmental Processes) and other relevant modules and course(s) in the SoGS.

The role holder will be involved in the development of new teaching and assessment practices and/or developing systematic methods for evaluating and disseminating these practices within the Faculty/School.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfill the role)	% time per year
1	To plan and manage her teaching and provide advice as a member of the SoGS teaching team within the EnS (2+2) program of study, in a variety of settings including small group tutorials as well as lectures.	20
2	Identify the learning needs of students and ensure that the content, methods of delivery, and learning materials meet the defined learning objectives of GEOG1026 (Introduction to GIS); GEOG1028 (Research Skills), GEOG1025 (Global Environmental Processes) and other relevant modules and course(s).	20
3	To identify and investigate issues that relate to teaching and learning which may arise in the area of Geographical Sciences both individually and/or collaboratively.	10
4	To build internal and external relationships to share information, and identify potential sources of funds and/or opportunities for collaboration. Prepare	10

	proposals and applications to external or internal bodies for funding, for teaching innovation, enhancement projects, or for own teaching development activities.	
5	To supervise and provide first-line support for undergraduate and/or postgraduate students' projects, fieldwork, and placements, as appropriate, and contribute to collaborative decision-making with colleagues on the assessment of students' work to identify and respond to the diversity of students' needs.	10
6	To contribute to the effective management and administration of the School/ Department/work unit by performing duties allocated by the Head of the academic unit. This may include responsibility for administrative duties in areas such as admissions, time-tabling, examinations, and assessment of progress and student attendance.	5
7	To contribute to organizing resources and effective decision-making in support of teaching. Maintain records and materials in support of teaching activities	5
8	To develop and continually update knowledge and understanding in a field or specialism and to seek ways of improving my performance by reflecting on pedagogical teaching design, and delivery, and obtaining and analyzing feedback to develop my own teaching and learning skills.	5
9	To participate in training and staff development events as trainer or trainee as appropriate.	5
10	To maintain appropriate professional development, expertise, and awareness.	5
11	To undertake other tasks and responsibilities as may reasonably be required.	5

Person specification

	Essential	Desirable
Qualifications, certification, and training (relevant to the role)	PhD or close to completion in relevant subject area or the equivalent in professional qualifications and experience	Higher Education teaching qualification (or working towards)
Skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information. ▪ High analytical ability to facilitate conceptual thinking, innovation, and creativity ▪ Ability to creatively apply relevant approaches to teaching and learning support. ▪ Ability to assess and organize resource requirements and deploy effectively. ▪ Ability to build relationships and collaborate with others, both internally and externally. 	<ul style="list-style-type: none"> ▪ Ability to engage and retain the interest and enthusiasm of students and inspire them to learn. ▪ Ability to design course materials and plan and organize the delivery and assessment of taught courses within an agreed quality framework.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Previous teaching experience in small groups at the undergraduate level in an international English-speaking institution. 	<ul style="list-style-type: none"> ▪ Previous success in supporting teaching related activities
Personal Attributes	<ul style="list-style-type: none"> ▪ Ability to work collaboratively in a multidisciplinary environment. ▪ Ability to work effectively in a multi-cultural environment. ▪ Ability to work to deadlines and prioritize tasks. 	

Expectations and behaviors

The University has developed a clear set of core expectations and behaviors that our people should be demonstrating in their work and as ambassadors of the University's strategy, vision, and values. The following are essential to the role:

- Valuing people** Is friendly, engaging, and receptive, putting others at ease. Actively listens to others and goes out of their way to ensure people feel valued, developed, and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward-thinking** Drives the development, sharing, and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through the development of self, others, and effective working practices.
- Always inclusive** Builds effective working relationships, recognizing and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

