ROLE DESCRIPTION

TEACHING FELLOW |KAIWHAKAAKO

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. 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.

12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.

ADDENDUM

ROLE TITLE:	Teaching Fellow
DEPARTMENT:	Chemistry
SCHOOL / DIVISION:	Division of Sciences
REPORTS TO:	Head of Department
DIRECT REPORTS (FTE):	N/A
INDIRECT REPORTS (FTE):	N/A

1. PRIMARY PURPOSE OF THE ROLE:

To teach and support teaching in undergraduate chemistry papers, primarily those at 100-level such as CHEM191 and CHEM199.

2. ACCOUNTABILITIES:

Key duties are to:

- Supervise/demonstrate in lab classes in CHEM191.
- Supervise/assist with tutorials in CHEM191/199.
- Support equity group teaching.
- Provide appropriate one-on-one and pastoral support to students, as needed.
- Supervise lab classes in CHEM111 and associated marking of lab reports, as required.
- Support the course coordinators in the efficient running of the 100-level papers.
- Contribute to lab teaching at 200/300-level, as required.

3. KEY RELATIONSHIPS:

- CHEM191/199/111 course coordinators.
- Academic staff.
- Lab demonstrators (incl. postgraduate students).
- Teaching lab technicians.
- Professional staff (administration).
- Director of Health Science First Year programme (for CHEM191).

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- Relevant tertiary qualification in chemistry (e.g. BSc).
- A demonstrated aptitude for effective teaching at tertiary level.
- Proven ability to work well with students from differing academic and cultural backgrounds in a New Zealand context.
- Excellent written and verbal communication skills, and good organisational skills.
- Ability to work effectively as a member of a team and independently.

Preferred:

- Tertiary postgraduate qualification in chemistry (e.g. MSc/PhD in Chemistry).
- Experience with learning management systems (e.g. Brightspace/Blackboard).

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:

- Knowledge of the health and safety requirements for working safely in chemistry laboratories.

Preferred:

- Basic First Aid training/certificate

6. SPECIAL REQUIREMENTS:

None.

7. DIRECT BUDGET ACCOUNTABILITY:

N/A.