

# Teaching Fellow (China)

## Job Description

### The Role

<b>Job title:</b>	Teaching Fellow
<b>Department:</b>	Agricultural Science and Practice
<b>Responsible to:</b>	Associate Pro Vice-Chancellor China
<b>Location:</b>	Qingdao Agricultural University, RAU AT QAU Joint Institute, China
<b>Salary:</b>	Grade 7: £32,982 - £ 39,347
<b>Term:</b>	Fixed term from 1 <sup>st</sup> Feb 2025 to 31 <sup>st</sup> August 2025
<b>Relationships with:</b>	Associate Pro Vice-Chancellor China

### Purpose

- The main purpose of the role is to support the delivery of teaching in China through face to face seminars, tutorials, case studies, project work and marking student assignments at the RAU's Joint Institute in China.
- You will be expected to deliver 700 hours / academic year of formal scheduled teaching hours in the RAU workload allocation model. You should expect to be resident in China for 16 weeks. You will be provided with staff accommodation on campus at the Joint Institute, two round trips per annum, suitable health insurance and visa and other related expenses.
- Appointees are expected to support a range of agri-food modules across our four undergraduate programmes offered in the Joint Institute. Key to this will be liaising with relevant RAU module leaders and programme managers (based at Cirencester). As such you will have an opportunity to help shape and deliver the Joint Institute curriculum, particularly in terms of engaging students in a range of pedagogical and support activities.
- You will possess an excellent understanding of the subject area gained from relevant academic experience. You will have an ability to communicate this knowledge to others, particularly in small groups. You should be able to demonstrate an empathy for students and a wish to develop the student experience, particularly through face-to-face teaching. You will either have a teaching qualification, or be willing to gain one while working at the Joint Institute. Experience of teaching in the Higher Education Sector would be an advantage.
- Reporting to RAU's Lecturer and Senior Tutor at the Joint Institute, you will undertake some academic tutorial work with students. Tutorial duties will include enhancing students' academic skills, research skills and employability.

- You will be expected to support visits to the Joint Institute by Programme Managers and other senior members of RAU staff. This will include making provision for intensive teaching sessions and other associated pedagogic activities.
- You will be expected to engage in the scholarship required to maintain and develop your knowledge of the sector. You will be allocated time to develop your research and research outputs, with the potential to collaborate with both RAU and Chinese colleagues, and to have access to laboratory and other research support on the campus at Qingdao Agricultural University.

## Key Responsibilities

### 1. TEACHING AND ASSESSMENT

- Deliver teaching through tutorials, seminars, field excursions, practical exercises and other modes of delivery to undergraduate students in the Joint Institute.
- Support the development of the Joint Institute's teaching programmes in the area of Agri-Food Studies to ensure they are cutting edge and embrace the latest innovations in teaching and learning.
- Deliver and mark a range of assessments, as required by programme specifications.
- Supervise undergraduate student dissertations.
- Create student awareness of current professional practice through visits, case studies and visiting speakers.
- Provide academic and pastoral support for students.

### 2. RESEARCH & SCHOLARSHIP

- Engage in the continual updating of knowledge and understanding in your field or specialism. Ability to develop your research and research outputs, with appropriate mentoring and support from RAU.

### 3. ADMINISTRATION

- Support the delivery and assessment of RAU modules and programmes delivered at the Joint Institute.
- Attend academic and other management meetings arising from assigned responsibilities, at the Joint Institute and RAU.
- Represent the RAU in China.

All newly appointed academic staff who have not already achieved a relevant teaching qualification for Higher Education or Qualified Teacher Status are expected to study and attain the Post Graduate Certificate in Academic Practice (PGCAP) or equivalent within two years of appointment in the role.

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
<b>Qualifications:</b>		
Degree in agriculture, food or related land-based subject	E	A
PhD qualification or Higher Degree in a relevant subject area	E	A
Teaching / HEA qualification or willingness to achieve PG CAP and Fellowship of Higher Education Academy within two years of appointment	E	A,B
<b>Knowledge, Experience and Skills:</b>		
Excellent interpersonal, verbal and written communication skills	E	B, C
Experience of undergraduate and / or post graduate teaching	E	A
Good technical knowledge of agriculture and food systems	E	A, B, C
Experience of design and quality control of teaching materials, including interactive teaching sessions and innovative assessment methods	E	A, B, C
Ability to respond to pedagogical and practical challenges, notably with the use of technological pedagogic approaches	E	B, C
Ability to engage the interest and enthusiasm of students and inspire them to develop as independent learners	E	B, C
Ability to use IT packages including Excel, Word and PowerPoint	E	A, B
Ability to develop a programme of research and scholarship related to RAU strategic research priorities	D	A,B,C
Publication in peer-reviewed outlets of international standing	D	A
Consultancy, professional practice, business or industry experience that are relevant to RAU teaching and research activities	D	A,B,C

## Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.

- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role

Informal enquiries can be made to Professor Xianmin Chang [Xianmin.Chang@rau.ac.uk](mailto:Xianmin.Chang@rau.ac.uk)

**Closing date:** 22<sup>nd</sup> December 2024

**Interviews:** week commencing 6<sup>th</sup> January 2025

- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.**