School of Global Studies
Department of Geography
Teaching Fellow in Physical Geography (Climate Science)
Fixed term for 22 months, Full time
Salary range: starting at £32,004 and rising to £38,183 per annum
Expected start date: 1 August 2017

The School of Global Studies at the University of Sussex wishes to appoint a Teaching Fellow in Physical Geography (Climate Science) from 1st August 2017 to teach at the undergraduate and postgraduate levels across the curriculum.

We seek an energetic, experienced teacher to contribute to our Geography undergraduate and postgraduate courses. The successful candidate will normally possess a doctorate in Physical Geography (or cognate discipline), have substantial university level teaching experience in the field of climate science and understanding climate change, have a demonstrable commitment to developing expertise in HE pedagogy, and possess research-led expertise in understanding climate science. The successful candidate will demonstrate a clear understanding of teaching and learning at the undergraduate level.

Closing date for applications: 21 April 2017

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity

2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. The School of Global Studies

The School of Global Studies at Sussex aims to provide one of the UK’s premier venues for understanding how the world is changing. The School offers a broad range of perspectives on global issues such as climate change, international migration, conflict and violence, infectious diseases and child and maternal health, international security, and global cultures and religions. It combines world-leading research by academic faculty with innovative teaching programmes that draw on our areas of research strength.

What makes ‘Global Studies’ at Sussex special? There are at least three reasons. First, we have internationally-focused research and teaching programmes that include a focus on
global issues, and a wide range of opportunities to study abroad as part of your degree. Second, we have a diverse range of international students, whilst our faculty come from around the globe, including Europe, North America, India and China. Third, Sussex graduates have gone on to a wide range of international careers, in governments, international organisations, NGOs and businesses. We hope in this way to provide a springboard for students and researchers who want to play a part in shaping the world’s future.

With an intake of over 400 undergraduate and postgraduate students each year, the School of Global Studies is large enough to offer a diverse and exciting learning environment, whilst maintaining a close and supportive atmosphere.

The global standing and quality of our research as well as its real world impact has been recognized in the latest 2014 Research Excellence Framework in which the School of Global Studies excelled. International Relations sits amongst the top 3 IR departments in the country, with 78% of its outputs judged ‘world leading’ or internationally excellent’. Sussex Anthropology ranks 6th amongst Anthropology departments and an impressive 4th for impact, with 100% of its research case studies judged ‘world-leading’ or ‘internationally excellent’. Sussex Geography is at 14th place nationally among Geography departments and is first in the country for 4* impact. Brought together in one of Sussex’s most interdisciplinary Schools, these results affirm the value of our critical, engaged approach and our commitment to research of the highest quality that makes a difference in the world.

More information can be found at: http://www.sussex.ac.uk/global/

3. **Department of Geography**

Sussex Geography faculty enjoy reputations for world-class academic research as well as policy-relevant studies on global socio-economic and cultural transformations, and on sensitive environmental systems. This research includes a number of research projects funded by European and UK research councils such as ESRC, AHRC and NERC, as well as major contributions to policy debates within the UK government, EU and other international organisations. Organizationally, research in the Department of Geography is divided into five research clusters, many of which have strong relationships with interdisciplinary research centres and programmes at Sussex, including Climate@Sussex and the Sussex Sustainability Research Programme.

More information can be found at: http://www.sussex.ac.uk/geography/

The Department of Geography offers a range of undergraduate degrees, both single-honours and joint honours at both bachelors and ‘integrated masters’ level, as well as multiple postgraduate courses and doctoral training. Our degrees stand out by virtue of an interdisciplinary and globally-focused approach, our undergraduate students able to choose from a wide range of overseas field-class locations, study abroad opportunities and placements.

4. **The Post**

The Department of Geography at the University of Sussex seeks to appoint a fixed-term Teaching Fellow in Physical Geography (Climate Science) to contribute to our Geography undergraduate and postgraduate courses. The successful candidate will normally possess a doctorate in Physical Geography (or cognate discipline), have substantial university level teaching experience in the field of climate science and understanding climate change, have
a demonstrable commitment to developing expertise in HE pedagogy, and possess research-led expertise in understanding climate science. The successful candidate will demonstrate a clear understanding of teaching and learning at the undergraduate level.

Applicants will be expected to have an existing track record in teaching and learning and will be expected to demonstrate a willingness to deliver lectures, seminars, tutorials and academic advising, laboratory-based workshops and participate in field trips, marking and assessment. The successful candidate will contribute to undergraduate and postgraduate teaching in the field of climate science and cognate areas and perform departmental administrative tasks commensurate with their grade. The successful candidate will be also given opportunities for career development and to maintain their research.

6. **Job Description**

**Job Title:** Teaching Fellow in Physical Geography (Climate Science)

**Grade:** Grade 7

**School:** Global Studies

**Location:** Chichester (Falmer Campus)

**Responsible to:** Head of School of Global Studies

**Direct reports to:** n/a

**Key contacts:** Students, other members of Faculty within the School, and School and University Officers, other Sussex academics teaching on Geography courses.

**Role description:** Teaching Fellow is an early career-grade teaching position with a career progression route. Post-holders will be expected to teach in a developing capacity.

**PRINCIPAL ACCOUNTABILITIES**

1. To deliver and contribute to the design of high-quality teaching programmes that encourage high levels of student satisfaction.

2. To contribute fully to the School and University by participating in meetings, working groups, committees and other School and University activities.

**KEY RESPONSIBILITIES**

1. **Teaching & Student Support**

1.1 Contribute to the planning, delivery and assessment of high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.

1.2 Contribute to the development, design and management of courses and new curriculum proposals that are attractive to students.
1.3 Ensure that teaching content, methods of delivery and learning materials will meet the defined learning objectives, including the use of appropriate technology.

1.4 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide constructive and comprehensive feedback to students.

1.5 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study.

1.6 Develop and maintain an understanding of appropriate pedagogy in the subject area and respond to challenges.

1.7 Supervise the work of undergraduate and taught postgraduate students, providing them with advice on study skills, projects, fieldwork and placements.

1.8 Undertake and complete administrative duties required in the professional delivery of teaching.

1.9 Make a significant contribution to the accreditation of courses and quality-control processes.

1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

1.12 Transfer knowledge in the form of practical skills, methods and techniques.

1.13 Supervise the work of students, provide advice on study skills and help them with learning problems.

2. Scholarship & Enterprise

2.1 Continually update knowledge and understanding in their field or specialism, and engage in continuous professional development

3. Contribution to School & University
3.1 Attend and contribute to School meetings.

3.2 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.

3.3 Assist with undergraduate and postgraduate recruitment.

3.4 Participate in School or University working groups or committees, as required.

3.5 Undertake additional administrative duties, as required by the Head of School.

4. Role-specific duties

4.1 Teaching and marking responsibilities on Geography modules.

4.2 Academic advising and other related supporting and administrative roles related to the delivery of teaching and the enhancement of the student experience.

4.3 Attending and contributing to relevant Geography meetings.

4.4 Participating in pedagogically-focused professional development activities.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Proven and sustained track record of successful teaching at the levels appropriate for the post.
- Evidence of skill in assessment and feedback techniques, and using a range of methods for evaluating the effectiveness of teaching.
- Demonstrable contribution to the planning and development of courses.
- Delivering a teaching load in line with School expectations.
- Evidence of applying knowledge arising from scholarship to enhance teaching practice.
- Evidence of active engagement in advising students and proactively responding to problems experienced by students.
- Completion, within a reasonable period of time, of a recognised higher education teaching qualification.
- Efficient and effective contribution to academic support duties within the School or the University.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).

2. Excellent interpersonal skills, with the ability to engage with students using a variety of teaching methods.

3. Experience of teaching or delivering professional training.

4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

5. Ability to work individually on own initiative and without close supervision, and as part of a team.

6. Ability to exercise a degree of innovation and creative problem-solving.

7. Excellent organisational and administrative skills.

8. Ability to prioritise and meet deadlines.

9. A willingness to participate in student support activities beyond required teaching duties.

10. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Evidence of expertise in Physical Geography (Climate Science).

2. Evidence of a broad and interdisciplinary understanding of subjects across Global Studies.

3. Evidence of the potential to deliver excellent teaching at undergraduate levels.

4. Experience of successful Higher Education teaching.

5. Evidence of developing individual pedagogical expertise.

6. Experience of successfully supporting students pastorally.

7. Sensitivity, tact and the ability to remain calm when working to different priorities.
8. Approachable, helpful and flexible.

9. Appreciation of the need to maintain confidentiality and keep information and data.

10. A commitment to continuously developing pedagogical expertise (personal & institutional).

**DESIRABLE CRITERIA**

1. A recognised higher education teaching qualification.

2. Experience of teaching in higher education.

3. Membership of professional body, if appropriate