

University of Edinburgh

Job Description

1. Job Details

Job title: Teaching Fellow in Community Education (0.8FTE, 10 months fixed term).

School/Support Department: Moray House School of Education (Institute for Education, Community and Society)

Unit (if applicable):

Line manager: Head of Institute: Dr Ian Fyfe

2. Job Purpose

The post-holder's role is to undertake teaching, assessing and administrative duties within the BA (Hons) Community Education Programme, in order to support its work and that of the Institute.

3. Main Responsibilities (approximate % of time)

1. Teach and assess within the BA (Hons) Community Education Programme. (75%)
2. Undertake course organisation on the BA (Hons) Community Education Programme. (10%)
3. Undertake undergraduate research supervision. (5%)
4. Undertake any other reasonable duties, commensurate with the job title, as may be determined by the line manager. (10%)

4. Planning and Organising

The appointee requires skills in managing, motivating and supporting people (students, colleagues); and a proven ability to devise and/or manage multiple teaching, learning and assessment activities.

5. Problem Solving

The capacity to manage the position's main responsibilities within the time allocated.

6. Decision Making

The ability to independently make a range of practical and logistical decisions is necessary.

7. Key Contacts/Relationships

The appointee will need good interpersonal skills and be able to communicate effectively with Moray House School staff and students.

8. Knowledge, Skills and Experience Needed for the Job

Essential:

- Hold an appropriate postgraduate CLD professional qualification recognised by the CLD Standards Council for Scotland
- Extensive teaching/work experience within subject specialism, supported by relevant qualifications.
- Specific disciplinary/practical experience in either youth work, community work or adult education.
- Experience of, or ability to, teach on undergraduate programmes.
- Evidence of administrative abilities and skills.
- Excellent communication skills – verbal, written, online and face-to-face.
- Evidence of self-motivation and the ability to work independently and to manage and prioritise a varied workload.
- Evidence of significant commitment to personal and professional development in the broad field of Community Learning and Development.
- Evidence of ability to support students from non-traditional backgrounds.
- Ability to work independently and collaboratively as part of a team on teaching programmes and administrative tasks.

Desirable:

- Experience of practitioner led enquiry and/or research
- Experience of University systems

9. Dimensions

Teach and assess on the BA (Hons) Community Education Programme within the Institute for Education, Community and Society, and other Programmes, if appropriate.

10. Job Context and any other relevant information

The Institute for Education, Community and Society (ECS) hosts the BA (Hons) Community Education and is based within Moray House School of Education. ECS has a growing reputation for its innovative digital learning research and practice and has an established international reputation for research in the sociology of education, education policy, higher and community education including community approaches to life-long learning, children and young people's learning and development and extensive research in equity, inclusion, social justice and diversity within and beyond education.