

Job Description

Job title	Teaching Fellow (Screenwriting)
Department	SCAPVC: Film and Television Studies
Grade	FA6

<p>Job purpose (a brief summary of the role)</p>	<p>You will lead the teaching of screenwriting skills within Film and Television Studies, in order to enhancing the discipline’s reputation for teaching excellence and the scope of the practical teaching and learning provision. You will be primarily responsible for delivering teaching related to screenwriting to second and final year students, but may also be asked to teach on, lead or provide marking for modules commensurate with your expertise. You will monitor the progress of the students taught and provide timely and effective feedback on assessed work in accordance with the University’s requirements. You will undertake administration in order to support the School and discipline, which might include supervising personal tutees, interviewing prospective students and running sessions at Open Days.</p> <p>There is potential for this role to develop over time including working alongside colleagues in the Warwick Writing Programme and other disciplines in the School of Creative Arts, Performance and Visual Cultures. Potential future activities may include collaborating on curriculum/programme development or teaching on production skills-based modules across the School.</p>
<p>Duties and responsibilities</p>	<ol style="list-style-type: none"> 1. To deliver the established content of specific undergraduate modules to ensure that the curriculum is covered. 2. To develop new content for established modules, if required, within subject specialisms. 3. To deliver teaching across a range of undergraduate modules, including the monitoring of student progress and timely provision of feedback. 4. To monitor the progress of students taught, providing support and guidance to any encountering learning difficulties. 5. To use appropriate learning and assessment materials in accordance with University education policy and disciplinary specificity. 6. To undertake marking of assessed work in accordance with the discipline’s and the University’s defined criteria and processes and to provide effective and timely feedback in line with the University’s requirements. 7. To undertake all duties relating to teaching and module administration (e.g. keeping accurate records of attendance, recording marks etc). 8. To undertake specific disciplinary duties pertaining to administration as may be required, including: participating in staff meetings (and other appropriate committees), meeting personal tutees and taking part in departmental open and interview days. 9. To maintain a broad knowledge of up-to-date research and scholarship in relevant fields in order to ensure that the discipline maintains its reputation for research-led teaching and/or continues to enhance its expertise in practice-based pedagogies. 10. To engage in professional development by reflecting on own practice and developing teaching and learning skills by attending appropriate in-house courses.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Possession of a PhD (or equivalent) in a relevant discipline or demonstrable practical expertise in writing for screen and/or digital media.	A & C
E2	Experience of teaching undergraduate level students, preferably in a UK based institution.	A & C
E3	Demonstrable interest in current trends and changes in Higher Education in a wider context.	A & C
E4	An interest in developing a range of approaches to student learning and assessment.	A & C
E5	Experience in the design of teaching, learning support and assessment materials at HE level.	A,C & D
E6	Good organisational and administrative skills as required in relation to teaching preparation and delivery and assessment requirements.	A & D
E7	Demonstrable commitment to building strong, co-operative and supportive relationships with colleagues and students.	A & C
E8	Good organisational and administrative skills as required in relation to teaching preparation and delivery and assessment requirements.	A & D
E9	Good written and oral communication skills.	A,C & D

Desirable Criterion No.	Desirable Criterion Description	<i>Measured by</i>
D1	Experience of student wellbeing and a willingness to provide pastoral support to students, together with an understanding of issues surrounding social inclusion in a highly diverse educational setting, and the need for confidentiality.	A & C
D2	Understanding of equal opportunities issues as they may impact upon areas of teaching.	A & C
D3	Experience of teaching postgraduate level students, preferably in a UK based institution.	A & C