Teaching Fellow in Work-Based Learning

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<tr>
<th>Department</th>
<th>Computer and Information Sciences (<a href="http://www.strath.ac.uk/science/computerinformationsciences/">www.strath.ac.uk/science/computerinformationsciences/</a>)</th>
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<td>Staff Category</td>
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<tr>
<td>Reference No</td>
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<td>Grade</td>
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Job Advert

The Department of Computer & Information Sciences (CIS) is an internationally recognised research department specialising in health informatics, interactive systems, computer security, information science and theoretical computer science, and is home to around 600 undergraduate, taught postgraduate and PhD students.

We have developed bespoke Graduate/Degree Apprenticeships in IT: Software Development (ITSD)/Digital Technology Solutions (DTS) (respectively) which are designed for apprentices employed full-time within a software development/IT role, and consequently, a significant proportion of the workload is credit-bearing work-based learning (WBL). CIS employs a team of WBL advisors which is responsible for the design and management of an innovative program to support and assess the apprentices in all aspects of their WBL activities.

We wish to appoint a Teaching Fellow with practical expertise in software development to independently design, develop, manage and deliver the WBL elements for all four years of the ITSD/DTS programmes and undertake WBL assessment activities; work with the Programme Director in managing and organising the programmes, e.g. by managing the team of WBL advisors; engage in scholarship, professional and knowledge exchange activities including continuing professional development (CPD); and carry out administrative tasks assigned by the Head of Department.

You will have an interest in and expertise in software development and have one of the following backgrounds.

**EITHER Skills and Experience (Academic)**

- Experience of teaching software engineering and programming languages (e.g. Java, Python, C, PHP, JavaScript, SQL).
- Experience of curriculum development, developing materials, assessing and recording progress for a wide range of learners.
- A good knowledge of current practices, frameworks and tools used in software development within industry.
- Experience of setting and supervising student projects and of mentoring students.
- Experience of managing colleagues.

**OR Skills and Experience (Industry)**

- Recent experience of working on industry-based software development team projects.
- A good practical knowledge of modern technologies, methodologies and practices common in the software development industry.
- Experience of professional development as a mentor, line manager or having undertaken work appraisals.
- Experience of encouraging personal development planning, work place reflection and self-evaluation, e.g. through supervising new employees, student interns or apprentices.
- Experience of managing a team.

You will normally be expected to have either a PhD in a relevant area and relevant academic experience, or a professional qualification and significant relevant professional experience, to enable the delivery of independent teaching and student support. You will need to demonstrate appropriate experience and a record of achievement in your career to date. You should have
ambitious academic goals and a desire to further your experience of developing, delivering and assessing online classes. Applicants who are seeking a part-time position may also be considered.

The University of Strathclyde has an established Teaching Career pathway which will give you the opportunity for career development and promotion.

**Job Description**

**Brief Outline of Job:**

The IT: Software Development (ITSD) Graduate Apprenticeship and Digital and Technology Solutions (DTS) Degree Apprenticeship are part of a strategic initiative for the University and this role is integral to the successful delivery of these online blended work-based learning (WBL) degree programmes.

You will support the Programme Director to ensure the effective achievement and assessment of apprentices’ WBL activities. You will lead the design of WBL assessment activities and develop processes for monitoring, assessing and evidencing each apprentice’s integrated work-based learning throughout the 4 years of these degree programmes. You will manage the team of WBL advisors and work collaboratively with key industry contacts to formalise individual learning plans.

You will work closely with colleagues in the ITSD and DTS programme teams to support the continued development and evaluation of the University of Strathclyde ITSD/DTS WBL model.

**Main Activities/Responsibilities:**

1. For each year of the ITSD/DTS programmes, design, develop and manage a range of appropriate WBL assessment activities.

2. Work with apprentices, their employers and WBL advisors to: identify and scope suitable work-based tasks/projects; develop and manage individual learning plans; manage WBL assessments and strategies for evidencing of competencies.

3. Develop processes to support apprentices in their self-evaluation of work practice and with identifying and recording appropriate evidence in their e-portfolio.

4. Develop processes for formal/informal reviews with apprentices and their employers to ensure timely progress and/or completion. This will involve developing and implementing processes for assessing e-portfoilo evidence against competencies set out in relevant professionally-defined competency frameworks.

5. Organise and manage standardisation meetings, team meetings, quality assurance mechanisms and procedures.

6. Lead the design and creation of online and face-to-face WBL workshops and develop resources for the university VLE. Explore different technologies to support apprentice progress.

7. Work with the ITSD/DTS programme teams and WBL advisors to develop mediation strategies for any apprentices experiencing setbacks, challenges or delays to progress.

8. Manage the case load and co-ordinate the activity of the team of WBL advisors, providing direction, support and guidance.

9. Conduct the induction training of WBL advisors and support their ongoing training and development within the role.

10. Undertake necessary administrative and recording duties, including communication of apprentices’ progress and activity as required by the University.

11. Engage with employers by taking part in forums, promoting the programme and forging new links with industry.

12. Build working relationships across the University GA/Degree Apprenticeship (DA) programmes to enable the success and growth of GA/DA provision.

13. Carry out Department, Faculty and/or University administrative and management functions, for example through membership of committees.

14. Develop individual or collaborative scholarship and knowledge exchange activities, for example, developing and producing learning materials and establishing educational links with industry/CPD.
**Person Specification**

**Educational and/or Professional Qualifications**

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

- **E1** Good Honours degree in Computer Science/Software Engineering or equivalent.
- **E2** PhD (and relevant academic experience) in Computer Science/Software Engineering or related area, OR a professional qualification and significant relevant professional experience.
- **D1** Membership of relevant Chartered/professional bodies (e.g. BCS/IET/HEA)

**EITHER Skills and Experience (Academic)**

- **E3** Established track record of teaching software engineering/computer science at undergraduate level.
- **E4** Experience of curriculum renewal and independently designing student assessment activities.
- **E5** Experience of setting and supervising student projects and of mentoring students, e.g. as a course or year director, or personal development adviser.
- **E6** Experience and knowledge of modern software engineering practices used in industry (this could be gained by having worked in industry or by having worked collaboratively with industry).
- **D2** Record in knowledge exchange related activities (e.g. CPD) and/or relevant scholarship activity.

**OR Skills and Experience (Industry)**

- **E7** Established track record of working full-time in a project-based software development environment.
- **E8** Experience of modern software engineering practices used in industry and of working with a wide range of software development tools.
- **E9** Experience of working as a line manager/mentoring role within industry or having undertaken work appraisals.
- **E10** Experience of encouraging personal development planning, work place reflection and self-evaluation, e.g. through supervising new employees, student interns or apprentices.
- **D3** Record in knowledge exchange related activities (e.g. CPD) or relevant scholarship activity.

**Job Related Skills and Achievements**

- **E11** Ability to build strong effective working relationships with a range of stakeholders across the IT industry, Department, and other Graduate/Degree Apprenticeship colleagues.
- **E12** Ability to analyse complex information and situations and to recommend potential solutions when required.
- **E13** Ability to work within a team environment and manage teams.
- **E14** Knowledge of work-based learning and/or apprenticeship provision demonstrated through delivery in practice (as a practitioner, assessor, employer or equivalent).

**Personal Attributes**

- **E15** Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.
- **E16** Well-organised, effective and efficient approach to professional practice.

**Application Procedure**

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.
Conditions of Employment

Teaching Staff

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council.

Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Teaching Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with UCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff’s letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University’s website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at http://www.strath.ac.uk/staff/policies/hr/.

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Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University’s grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The standard working week is 35 hours, performed between the normal hours of 09.00 to 17.00 Monday to Friday with a one hour lunch break. Work outwith these hours may be necessary for which no additional payment will be made. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. These additional days count against the annual leave entitlement.

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/Equivalent may approve carry forward of accrued annual leave in excess of five days.

The University’s expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

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<tr>
<th>Period of Continuous Employment at start of absence from work</th>
<th>Full Pay</th>
<th>Half Pay</th>
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<tr>
<td>Less than 1 year</td>
<td>1 month</td>
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<td>1 year but less than 2 years</td>
<td>2 months</td>
<td>2 months</td>
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<tr>
<td>2 years but less than 3 years</td>
<td>4 months</td>
<td>4 months</td>
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<tr>
<td>3 years but less than 5 years</td>
<td>5 months</td>
<td>5 months</td>
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<tr>
<td>5 years or more</td>
<td>6 months</td>
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In order to manage the University’s sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the
University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr

6. PENSIONS
If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University – the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder, the contribution rate that currently applies is 9.6% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. From 1 April 2019, the threshold is £58,589.70 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Information regarding USS can be found in the scheme booklet located on the website: https://www.uss.co.uk/members/members-home/resources/factsheets-and-member-guides. The scheme booklet is called ‘Your Guide to the Universities Superannuation Scheme’.

The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days’ notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University’s website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE
Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES
To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual’s overall workload and managed through the University’s systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the “University Procedure in relation to Work for Outside Bodies including Consultancies”, which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr

9. DISCIPLINARY AND GRIEVANCE PROCEDURES
Further information on the University’s disciplinary and grievance procedure can also be found at www.strath.ac.uk/hr or on request from Human Resources.

10. NOTICE AND TERMINATION
The employment of a member of staff is terminable by at least three months’ notice, in writing, on either side, except during the probationary period when notice is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month’s notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised April 2019
Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Dr Alex Coddington, Associate Dean (Degree Apprenticeships) (Alex.Coddington@strath.ac.uk, 0141 548 4521).

Conditions of Employment

Conditions of employment relating to the Teaching staff category can be found at: Conditions of Employment.

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found here.

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be advised in due course.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women’s careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University’s Values capture what we’re all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.