

Job Title:	Assistant Teaching Fellow
Department/Division/Faculty:	Centre for Health Policy (CHP), Department of Surgery & Cancer, Faculty of Medicine
Campus location:	St. Mary's Hospital Campus, Paddington (remote working until further notice)
Job Family/Level:	Learning and Teaching, Assistant Teaching Fellow
Responsible to:	Programme Lead, PG Dip
Line Management responsibility for:	None
Key Working Relationships (internal):	Administrators, Assistant Teaching Fellows and Teaching Fellows, Imperial Academics, Learning Technologists, Head of Education Innovation, Head of Operations
Key Working Relationships (external):	Non-Imperial Academics, Programme Participants, Alumni, Industry
Contract type:	Full-time, Fixed-term until 31 August 2022

Purpose of the Post

The Institute of Global Health Innovation delivers a postgraduate diploma in digital health. It is a year-long programme for aspirant leaders in digital health. It is set out to nurture talent across a clinical and non-clinical spectrum.

To date, it has trained hundreds of leaders in the fields of digital health and health informatics, and helped to establish communities of practice. Its curriculum is informed by an outstanding network of national stakeholders from public sector and private industry; ensuring graduates emerge with a well-rounded appreciation of digital capabilities of their role within the health and care system.

The programme is delivered through blended learning, with a suite of online resources and series of live teaching sessions. The post holder will work collaboratively with academic, technical, and professional staff to enable seamless delivery of teaching activities, and will contribute to developing materials and extracurricular activities.

The post holder will join a committed team to deliver and continuously improve the postgraduate programme. Their primary responsibilities are to support learning needs and provide pastoral care of students. They will champion student experience while upholding the College's quality and procedural standards.

Key Responsibilities

The Assistant Teaching Fellow will be expected to attend to the following types of tasks under the supervision of, and in collaboration with colleagues:

Learning, Teaching, and Assessment

- Works as a member of an agile and dynamic team
- Delivers and develops a postgraduate blended learning programme
- Assists Faculty to review and revise learning resources and assessments
- Supports blended learning delivery, working alongside Faculty, Learning Technologists, Library, ICT colleagues
- Sets assessment schedule and co-ordinates marking and marking teams
- Contributes to programme evaluation by collecting and reviewing feedback
- Leverages analytical skills to collate and interpret data, and make recommendations for curricular and service improvements
- Advocates for quality standards across blended learning modules
- Keeps abreast of teaching and learning innovation

Pastoral Care and Programme Experience

- Delivers pastoral care and academic tutoring to participants
- Provides guidance on study skills and signposts College resources to participants
- Provides feedback on academic progress where appropriate
- Champions positive participant experience
- Handles participant inquiries tactfully and in a timely manner

Administration

- Supports programme and teaching activities alongside members of Faculty
- Assists with admissions, onboarding and communications activities
- Supports events, webinars, and extracurricular programme activities
- Takes on course administration duties, including organisation of teaching activities, taking attendance, delivering presentations and updating online learning platform
- Attends operational meetings and departmental committees as required

Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following:	
Education	
A relevant degree (e.g. in informatics, education, health and social care)	E
Experience	
Provided substantial support to teaching and learning programmes	E
Worked in fast-paced, complex settings, with diverse stakeholders	E
Enabled positive academic outcomes in blended learning settings	E
Provided thoughtful and effective pastoral and academic support	D
Contributed to multiple, simultaneous projects effectively and efficiently	E
Knowledge	
Knowledge or appreciation of teaching methodologies	E
Knowledge or appreciation of digital health disciplines	D
Skills & Abilities	
Has enthusiasm for engaging and student-centred teaching and learning	E
Has outstanding communication and interpersonal skills	E
Is self-motivated, collaborative, and open-minded in seeking solutions	E
Works in a planned manner to meet competing demands at times	E
Has good time management and organisational skills	E
Is able to present own work verbally and in writing	E
Maintains strong attention to detail	E
Holds discipline and regard for confidentiality and security at all times	E
Proficient working with MS Office 365, including Word, Excel and PPT	E

Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](#) detailed below:

- 1) Champion a positive approach to change and opportunity
- 2) Encourage inclusive participation and eliminate discrimination
- 3) Communicate regularly and effectively within and across teams
- 4) Consider the thoughts and expectations of others
- 5) Deliver positive outcomes
- 6) Develop and grow skills and expertise
- 7) Work in a planned and managed way

Employees are required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or

sexual orientation. We are an Athena SWAN Silver Award winner, a Disability Confident Leader and a Stonewall Diversity Champion.

[19/04/2021]