

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF28706
<b>Post Title:</b>	Teaching Fellow: Human Osteology
<b>Grade:</b>	Grade 6
<b>School/Department:</b>	Archaeology, Geography and Environmental Science/ Archaeology
<b>Reports to:</b>	Head of Department (Archaeology)
<b>Responsible for:</b>	N/A

## Purpose

We are seeking to appoint a Teaching Fellow in Human Osteology to help deliver teaching on our new MSc Professional Human Osteoarchaeology, and undergraduate archaeology programmes. This is a 3-year teaching-intensive role with related administrative responsibilities. This post is part of an expansion of activities within our highly successful bioarchaeology teaching and research.

## Main duties and responsibilities

Duties include delivering a range of existing and new teaching content at undergraduate and postgraduate level in the Department of Archaeology. The teaching fellow will support the teaching objectives of the School and Department by teaching through allocated lectures, tutorials, practicals and seminars. They will set and mark coursework and exams, providing constructive feedback to students. Candidates should hold a Masters degree in the area of human osteology and a PhD in a related subject.

### Specifically, your main duties will include:

- Convene and deliver the existing Part 3 module 'Biological Anthropology' with support from Mary Lewis, and carry out related assessment and administrative duties
- Convene and deliver the new Masters module 'Musculo-Skeletal Anatomy' with support from Mary Lewis, and carry out related assessment and administrative duties
- Contribute to existing modules including: Forensic Anthropology (Part 1), Archaeological Science (Part 2), Issues and Debates (Masters) and carry out related assessment and administrative duties
- Assist in the day-to-day management of the Human Osteology Collection
- Supervise dissertation projects at undergraduate and postgraduate level
- Provide pastoral care and support academic tutees
- Participate in other enhancement activities associated with teaching and learning

The Department of Archaeology is part of the School of Archaeology, Geography and Environmental Science (SAGES). The School and the Department have an established reputation for delivering a diverse range of student-centred degree programmes at the cutting edge of disciplinary knowledge. Further information on the Department and its people and activities may be found at our web-site, <http://www.reading.ac.uk/archaeology>

## **Supervision received**

The post holder will report to the Head of Department and also receive guidance from the Programme Director for MSc Professional Human Osteoarchaeology (Dr Mary Lewis), Head of School and the School Director of Teaching and Learning. The Department of Archaeology is an inclusive and supportive workplace, with a good record for collaborative working, both within and outside the School. The post holder will be assigned a mentor who will provide support and guidance during the initial period of their appointment.

## **Supervision given**

N/A

## **Contact**

The daily activity of the appointee will be overseen and organised by the Department of Archaeology. Liaison with University, Schools and Departments in related academic fields, and with colleagues in faculty offices and central departments dealing with student-related matters such as assessment and welfare.

## **Terms and conditions**

1.0 FTE

**Full-time, Fixed-term for up to 36 months**

There are no specified hours of work but you will be required to work such hours as are necessary to carry out duties associated with the post. Overtime is not payable. This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the Head of Department may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

The University aspires to be an "Employer of Choice" and recognises that success is not simply determined by a competitive suite of terms and conditions of service, but by fostering a working environment that protects the physical and mental well-being of its staff. Full details of the University's Health and Well-being policy are available from through the University Human Resources website.

The University is committed to work-life balance and supportive of flexible working arrangements, and the School's [Fieldwork, Gender and Careers Blog](#) showcases our recent activities in this area. The University supports its staff in many other ways:

- Its Centre for Quality Support and Development;
- Its excellent Nursery facilities;
- Its SportsPark;
- Its membership of Childcare+.



The School of Archaeology, Geography and Environmental Science was awarded an Athena SWAN Silver award in 2016, in recognition of its good employment practices in relation to women working in science, engineering and technology (SET). The Department also actively promotes participation in the Springboard women's development programme and the Leadership Foundation's Aurora women's leadership programme.

**Date assessed:** 21 March 2019

# PERSON SPECIFICATION

Job Title	School/Department
Teaching Fellow in Human osteology	SAGES/Archaeology

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>Specialist knowledge of human osteology and bioarchaeology</li> <li>ability to teach across a range of archaeology modules</li> <li>Able to plan, manage, organise and assess own teaching contributions</li> <li>Able to directly supervise work of students.</li> <li>Able to contribute to Academic administrative processes.</li> </ul>	
<b>Attainment</b>	<ul style="list-style-type: none"> <li>A human osteology-based Masters degree</li> <li>PhD in human osteology or a related subject</li> </ul>	<ul style="list-style-type: none"> <li>An accredited Higher Education teaching qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Specialist knowledge in human osteology</li> <li>An understanding of professional practice in human osteoarchaeology</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the UK Higher Education system</li> <li>Knowledge and/or practical experience of biomolecular methods in human osteology (e.g. stable isotope or aDNA analysis).</li> <li>Knowledge of statistical approaches in bioarchaeology</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Experience of teaching undergraduate and/or postgraduates</li> <li>Experience of practical based teaching in human osteology</li> </ul>	<ul style="list-style-type: none"> <li>Experience of carrying out teaching –related administrative duties</li> <li>Experience of designing and assessing assignments</li> <li>Experience of supervising human osteology student projects</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Commitment to teaching and learning in Higher Education;</li> <li>Ability to show initiative and work independently, as well as part of a team</li> <li>Collegial attitude and ability to work with colleagues and students from diverse backgrounds</li> </ul>	

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Completed by: Dr Mary Lewis

Date: 21 March 2019