

## Job Description

**Employer: Innovative Educational Partnerships Limited (IEPL)**

**Job Title: Teaching Fellow (TF)**

**Location: DMU London**

**Reporting to: Senior Teaching Fellow (STF)**

**Grade 6**

**Full time (37 hours per week), Permanent**

	<b>Duties of the role</b>
<b>Overall purpose of the role</b>	<p>This role encompasses delivering high quality teaching in business and management, with ability to contribute to project management, stakeholder engagement and corporate sustainability. The role also includes undertaking administrative responsibilities and contributing to the enhancement of programmes of study at DMU London. The Job Descriptor outlines the specific details of your responsibilities.</p> <p>Academics are expected to contribute to teaching across modules, support curriculum development, and work collaboratively with colleagues to ensure high-quality learning, teaching and student support. Depending on organisational need and experience, the role holder may also undertake programme leadership responsibilities.</p> <p>You will actively collaborate with colleagues across IEPL and DMU campuses, support corporate/executive education, and engage with local businesses and the professional community.</p>
<b>Role Outline</b>	<p>IEPL is a wholly-owned subsidiary of DMU and is engaged by DMU to provide teaching and support staff for the operation of DMU's new London campus (DMU London). DMU London is part of University's ambitious growth agenda and a campus for teaching excellence, home to many disciplines and subjects, which have a focus on sustainability, digital and employability, and providing students with an excellent choice of postgraduate programmes.</p> <p>Teaching Fellow will deliver first-class teaching and academic developments at DMU London. Employed by IEPL, working as part of the DMU London team, you will play a crucial role in the delivery of academic activities, contributing to our success in one of the world's most dynamic and competitive higher education landscapes.</p> <p>This role is based at DMU London and requires a regular on-campus presence to support teaching delivery, student engagement, and programme leadership.</p>

	<b>Duties of the role</b>
<b>Main duties and responsibilities</b>	<p><b>Teaching and Curriculum</b></p> <ul style="list-style-type: none"> <li>• Deliver postgraduate teaching in international business, project management, corporate sustainability and related areas, according to expertise and organisational need.</li> <li>• Act as Module Leader for designated modules within the discipline.</li> <li>• Contribute to the ongoing development, review and enhancement of the curriculum.</li> <li>• Design and deliver high-quality, practice-based learning activities aligned with industry and professional standards.</li> <li>• Develop inclusive assessment approaches aligned with postgraduate academic standards.</li> <li>• Embed responsible, ethical, and sustainability perspectives within teaching and learning.</li> <li>• Maintain links between DMU campuses to enhance professional practice and student opportunities.</li> </ul> <p><b>Academic Contribution</b></p> <ul style="list-style-type: none"> <li>• Contribute to validation, review and external examiner engagement, as required.</li> <li>• Where required, undertake programme leadership responsibilities, either on an interim basis or as part of the role, in collaboration with the Head of Academic.</li> <li>• Participate in academic quality processes including programme management boards, assessment boards, and academic planning.</li> <li>• Contribute to the development of modules, programmes and academic initiatives in line with campus and institutional priorities.</li> </ul> <p><b>Student Experience</b></p> <ul style="list-style-type: none"> <li>• Provide academic guidance and pastoral support to postgraduate students.</li> <li>• Supervise student projects and applied consultancy-style investigations.</li> <li>• Support induction, engagement, progression and employability development.</li> </ul>

Duties of the role	
	<p><b>Engagement and Professional Practice</b></p> <ul style="list-style-type: none"> <li>• Maintain awareness of current developments in the discipline and in HE practice.</li> <li>• Support employer engagement activities, guest speakers, and industry-informed learning.</li> <li>• Contribute to marketing, recruitment and conversion activity for DMU London programmes.</li> <li>• Treat all IEPL and DMU staff, students, contractors and visitors with dignity and respect.</li> </ul>

## Person Specification

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Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
<b>Qualifications and training</b>	A good relevant honours degree	Essential	x			x
	Postgraduate degree or PhD in a relevant discipline	Essential	x	x		x
<b>Teaching and Learning Support</b>	Experience of teaching a programme related discipline in Higher Education (at postgraduate level) or significant professional industry experience	Essential	x	x	x	
	Evidence of innovation and attaining excellence in teaching and learning	Essential	x	x	x	

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
	Evidence of contributing to curriculum delivery and enhancement	Essential	x	x		
	Ability to present information using a variety of methods appropriate to the needs of the audience	Essential	x	x	x	
	Experience of teaching/training in an HE, professional or industry environment to Corporate, executive or part-time learners	Desirable	x	x		
	Sensitivity to a diverse range of staff and student needs	Essential	x	x		
<b>Specific Knowledge / Skills / Abilities</b>	Engagement with professional practice, scholarship of teaching & learning, and pedagogic development	Essential	x	x		
	Ability to contribute to collaborative teaching teams within a positive and inclusive academic environment	Essential	x	x		
	Experience of programme leadership or academic coordination responsibilities	Desirable	x	x		
	Experience of embedding ethics, sustainability, and responsible innovation within curricula	Essential	x	x	x	
	Ability to engage with external speakers, employers, and professional bodies to enrich teaching	Essential	x	x		
	Understanding of postgraduate admissions processes and applicant decision-making, particularly for international students	Desirable	x	x		
	Experience of supporting programme promotion, including contribution to marketing content, webinars, or engagement with prospective students and agents	Desirable	x	x		
<b>Motivation / Attitude required</b>	Ability to work within a team and on own initiative	Essential	x	x		
	Ability to manage and resolve challenges to ensure successful delivery within agreed timescales	Essential	x	x		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
	Commitment to observing the University's equality and diversity policy	Essential	x	x		
	Willingness to work flexibly, depending upon the demands of the role	Essential	x	x		
	Willingness to undertake further training and professional development, as appropriate	Essential	x	x		
<b>Our Values and Behaviours at DMU</b>						
<b>We are Collaborative</b> – we work together to get things done	We support each other to achieve joint outcomes We understand how our work contributes to DMU We are aware of our personal impact on others	Essential	x	x		
<b>We are honest and Compassionate</b>	We are open, honest and caring We work on a trust basis We hold ourselves accountable for our actions	Essential	x	x		
<b>We are innovative and Creative</b>	We constantly strive for better We challenge bureaucracy and explore digital solutions We are innovative and creative	Essential	x	x		
<b>We are a community</b> – we value and champion difference	We embrace alternative views We treat others with respect We tackle inequalities	Essential	x	x		

**\*A = Application Form; I = Interview; T = Task; D = Documentary Evidence**