

## **Job Description**

<b>Position:</b>	Associate Lecturer
<b>School/Service:</b>	<b>School of Education</b>
<b>Reference:</b>	<b>EDU – 217/A-R</b>
<b>Grade:</b>	Grade 6
<b>Status:</b>	Fixed Term
<b>Hours:</b>	Full time
<b>Responsible to:</b>	Head of School

### **Main Function of the Post:**

- To support on a range of established teaching modules with a focus on MRes programmes, undertaking dissertation Supervision activities, with support and guidance as required from senior academic colleagues.
- Engage in relevant scholarship, professional and knowledge exchange activities.
- Collaborate with colleagues on course and curriculum developments.
- The appointee will provide:
  - Individual student supervision for MRes dissertations.
  - Support to senior academic staff during assessment of students.

### **Principal Duties and Responsibilities:**

1. As part of a supervision team, support a range of established teaching modules at post graduate level with a focus on MRes students, with support and guidance from senior academic colleagues.
2. Develop own supervision materials and methods as appropriate to ensure learning objectives are met.
3. Supervise students as appropriate in a range of educational activities providing direction, support and guidance.
4. Undertake student assessment and examination activities.
5. Contribute as appropriate to scholarship activities updating professional knowledge and skills and transferring this learning into teaching delivery.
6. Provide appropriate guidance and support to students, and ensure, where required, that student records are properly maintained, including marks lists, attendance records etc.
7. Support and undertake research in the School.

8. Engage with quality assurance processes/procedures to ensure the School/University standards are met.
9. Participate and contribute to University/School/Programme meetings/boards as appropriate to the role.
10. Contribute to appropriate pre-entry recruitment, selection and admissions activities (including open days and partner/employee visits) in order to promote the School and gain a better understanding of student/employee needs/expectations.
11. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
12. To participate in University internal and external events, deemed appropriate to the duties.
13. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
14. To be flexible and adaptable, where required, to meet the changing needs of the service, which may involve operating outside of the normal working hours/pattern on occasion.
15. Undertake other duties commensurate with the nature and grading of the role as determined by senior academic staff.

**Note:**

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

## Person Specification

Position: Associate Lecturer		Reference:	
School:		Priority (1/2)	Method of Assessment
Criteria			
<b>1 Qualifications</b>			
1 a)	Good Honours Degree in relevant discipline.	Priority 1	Application Form/Documentation
1 b)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	Priority 1	Application Form/Documentation
1 c)	Registration with a relevant professional/accreditation body (see note 3*)	Priority 2	Application Form/Documentation
1 d)	Higher degree and PhD within specialist area	Priority 1	Application Form/Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity and ensure it informs teaching	Priority 1	Application Form/Interview
2 b)	Excellent communication and interpersonal skills, with the ability to present complex information in an accessible way to a range of audiences.	Priority 1	Application Form/Interview
2 c)	Able to set and mark assignments under supervision	Priority 1	Application Form/Interview
2 d)	Able to write, prepare and develop hand-outs and other learning support materials using appropriate media	Priority 1	Application Form/Interview
2 e)	Credible teaching and assessment skills and/or confidence to develop these with support	Priority 1	Application Form/Interview/
2 f)	Ability to help student groups develop professional skills	Priority 1	Application Form/Interview/
2 g)	Skilled at determining priorities and managing deadlines	Priority 1	Application Form/Interview
2 h)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	Priority 1	Application Form/Interview
2 i)	Ability to translate knowledge of advances in subject area into teaching and assessment methods and materials	Priority 1	Application Form/Interview
2 j)	Possess sufficient breadth and/or depth of specialist knowledge in the relevant disciplines to deliver established teaching programmes at undergraduate/postgraduate levels and contribute to course development and scholarship activities with guidance from senior colleagues.	Priority 1	Application Form/Interview
<b>3 Experience</b>			
3 a)	Experience of operating successfully within a team environment	Priority 1	Application Form/Interview
3 b)	Experience of supervising/supporting students as appropriate to the role	Priority 1	Application Form/Interview

3 c)	Experience of teaching and/or student support within Higher Education in the UK	Priority 1	Application Form/Interview
3 d)	Competent in the application of Information Technology	Priority 1	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Adaptable and flexible to meet changing circumstances in the working environment	Priority 1	Interview
4 d)	Able to work effectively as part of a team and as an individual	Priority 1	Interview
4 e)	Able to use initiative as and where appropriate	Priority 1	Interview
4 f)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act/ Freedom of Information Act, Health and Safety, the Bribery Act, Prevent and UKVI	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Flexible in working practises and able to work remotely, to meet the needs of the service.	Priority 1	Interview
5 e)	Able to travel nationally and internationally in order to meet the requirements of the service.	Priority 1	Interview

**Note:**

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required