

J o b D e s c r i p t i o n

Position:	Lecturer in Dental Technology
School/Service:	Queens Dental Sciences Centre (QuDeSC)
Reference:	DNT-0191-26
Grade:	Grade 7
Hours:	Full time
Status:	Permanent
Responsible to:	Head of QuDeSC

Main Function of the Post:

- To teach on Undergraduate and Higher Apprenticeship Programmes across the Dental Portfolio, as well as, Postgraduate Programmes; and contribute to the management of these Programmes wherever possible.
- To contribute to the development of all facets of Dental Sciences within QuDeSC (with a specialism in Dental technology) and to the wider portfolio of the University as appropriate.
- To deliver teaching, assessment, curriculum development and associated research and enterprise initiatives.
- To undertake research and scholarly activity and/or high level professional innovative practice in the field of Dental Health

Principal Duties and Responsibilities:

1. Teach on academic Programmes in Dental Sciences
2. Support the management and direction of students and learning resources as assigned by the Head of QuDeSC
3. Develop and deliver resources and teaching materials to meet programme/course frameworks and learning outcomes on a range of Programmes
4. Develop and monitor assessments to measure students' performance and understanding
5. Supervise the work of taught undergraduate/higher apprenticeship/postgraduate students as required
6. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive
7. Undertake research and/or other agreed scholarly activity in order to contribute to the

development of the field

8. Build and develop links with sector employers and assess learners in the working environment
9. Write and publish results of innovative research in the field to further the QuDeSC/University's standing in the HE sector and wider community
10. Develop research objectives and proposals for individual/collaborative research initiatives which meet funding criteria
11. Use initiative, creativity and judgement in the development of appropriate research methodologies to further scholarly/enterprise activity in the area
12. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations
13. Participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the QuDeSC /University
14. Design, review and adapt module content in response to student feedback and needs
15. Engage with quality assurance processes/procedures to ensure that QuDeSC/University standards are met
16. Contribute/collaborate with academic colleagues on subject/unit/programme development and delivery within the QuDeSC and across the University to ensure the curriculum portfolio remains current and assessment procedures relevant
17. Participate and contribute to University/QuDeSC/Programme meetings/boards as appropriate to the role
18. Co-ordinate student events, as required, ensuring effective use of time and resources
19. Contribute to appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employee Visits) in order to promote the QuDeSC and gain a better understanding of student/employee needs/expectations
20. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious
21. Introduce new starters to the QuDeSC, providing support and training on the skills, processes, systems and activities of the QuDeSC
22. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others
23. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence
24. To be flexible in the role and to undertake relevant academic and operational duties as assigned by the QuDeSC

25. Ensure a safe working environment and abide by University's Health & Safety policies and practices and observe the University's Equal Opportunities policy and Dignity at Work policy at all times

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others

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 is an evolving role with a requirement to travel and attend events external to the University in support of Faculty/University business requirements.

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

Person Specification

Position: Lecturer in Dental Technology		Reference:	
School: QuDeSC		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	Honours Degree or equivalent in a relevant subject area	Priority 1	Application Form/Documentation
1 b)	Registration with the General Dental Council (GDC)	Priority 1	Application Form/Documentation
1 c)	A relevant teaching qualification and fellowship/Associate 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 d)	Higher degree (or willingness to obtain a relevant MSc/PhD) or substantial relevant experience within specialist area	Priority 1	Application Form/Documentation
2	Skills / Knowledge		
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/Assessment
2 c)	Able to support students through effective personal tutoring	Priority 2	Application Form / Interview
2 d)	Able to set and mark assignments under supervision.	Priority 2	Application Form / Interview
2 e)	Able to write, prepare and develop hand-outs and other learning support materials using appropriate media.	Priority 1	Application Form / Interview
2 f)	Credible teaching and assessment skills and confidence to develop these with support.	Priority 2	Application Form / Interview
2 g)	Able to help student groups develop professional skills.	Priority 2	Application Form / Interview
2 h)	Skilled at determining priorities and managing deadlines.	Priority 1	Application Form / Interview
2 i)	Able to liaise with colleagues and other stakeholders and to contribute to staff development.	Priority 1	Application Form / Interview

Position: Lecturer in Dental Technology		Reference:	
School: QuDeSC		Priority (1/2)	Method of Assessment
Criteria			
2 j)	Able to translate knowledge of advances in subject area into teaching and assessment methods and materials.	Priority 2	Application Form / Interview
2 k)	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 / Assessment
3 Experience			
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 2	Application Form / Interview
3 c)	Experience of teaching and/or student support within Higher Education in the UK.	Priority 2	Application Form / Interview
3 d)	Competent in the application of Information Technology.	Priority 1	Application Form / Interview
4 Personal Qualities			
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 demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds.	Priority 1	Interview
4 e)	Able to work effectively as part of a team and as an individual.	Priority 1	Interview
4 f)	Able to use initiative as and where appropriate.	Priority 1	Interview

Position: Lecturer in Dental Technology		Reference:	
School: QuDeSC		Priority (1/2)	Method of Assessment
Criteria			
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University.	Priority 1	Interview
5 b)	Awareness and commitment to the principles and requirements of the Data Protection Act/ Freedom of Information Act/Bribery Act, Health & Safety within the work environment, Prevent and UKVI.	Priority 1	Interview
5 c)	Commitment to the University's policy on equality and diversity.	Priority 1	Interview
5 d)	Current clean driving license and car owner or able to travel independently to deliver at partner organisations, institutions trusts as required	Priority 2	Interview
5 e)	Able to work flexibly and remotely and travel as appropriate 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. *The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required