

## Job Description

<b>Position:</b>	Lecturer in Education and Learning
<b>School</b>	Education and Psychology
<b>Reference:</b>	EDP-090/A
<b>Grade:</b>	Grade 7
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-time
<b>Responsible to:</b>	Dean of Faculty/Core Operations Lead
<b>Responsible for:</b>	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

### Main Function of the Post:

- To teach on undergraduate teacher education and taught postgraduate programmes, including ITE, across the Education Portfolio.
- To develop and deliver outstanding research informed teaching.
- To contribute to the development of all facets of Education within the Subject area.
- To undertake research and scholarly activity and/or high level professional creative practice in the field of Education.
- To initiate and develop opportunities for employability for Education students.

### Principal Duties and Responsibilities:

1. Support the management and direction of students and learning resources as assigned by the Head of School/Core Operations Lead.
2. Develop and deliver resources, teaching materials and assessments to ensure they meet sector requirements and reflect relevant content and current practice. Undertake teaching observations.
3. Supervise the work of taught undergraduate/postgraduate and/or research students, as required.
4. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive.
5. Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field and to further the School's/University's standing in the HE sector and wider community.
6. Use initiative, creativity and judgement in the development of appropriate research methodologies to further scholarly/enterprise activity in the area.
7. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
8. Develop and monitor innovative and creative assessments which measure student performance and understanding, to ensure learning outcomes have been met.

9. 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 Academic Group/University.
10. Teach on academic/research programmes across the School.
11. Engage with quality assurance processes/procedures to ensure that School/University standards are met.
12. Participate and contribute to University/School/Programme meetings/boards as appropriate to the role.
13. 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.
14. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
15. Introduce new starters to the School, providing support and training on the skills, processes, systems and activities of the School.
16. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
17. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.

**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 is subject to Disclosure and Barring Clearance

## Person Specification

<b>Position:</b> Lecturer in Education and Learning		<b>Reference:</b> EDP-090/A	
<b>School/Service:</b> Education and Psychology		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1</b>	<b>Qualifications</b>		
1 a)	Honours degree in a relevant subject area	1	Application Form/ Documentation
1 b)	A postgraduate qualification in relevant subject area	1	Application Form/ Documentation
1 c)	A recognised, full teaching qualification	1	Application Form/ Documentation
1 d)	QTS/QTLS	1	Application Form/ Documentation
1 e)*	Willingness to commence PhD/Professional Doctorate on appointment, or equivalent level qualification or exceptional achievements in the professional field <b>see note 4*</b>	1	Application Form/ Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Able to contribute to the development and delivery of Education programmes	1	Application Form/Interview
2 b)	Demonstrable experience of the Ofsted inspection process	1	Application Form/Interview/ Assessment
2 c)	Demonstrable experience in the delivery of curriculum specialism and teacher training within a post-compulsory setting.	1	Application Form/Interview
2 d)	Demonstrable experience of delivering ITT programmes and/or of observing and mentoring NQTs	2	Application Form/Interview
2 e)	Able to operate systems and processes to enhance quality and teaching and learning excellence	1	Application Form/Interview
2 f)	Ability and commitment to undertake appropriate subject specific research and/or enterprise activity and/or high level professional practice within the field	1	Application Form/Interview
2 g)	Knowledge and experience in supervising student work and providing appropriate support/feedback	1	Application Form/Interview
2 h)	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the area of education	1	Application Form/Interview
2 i)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1	Application Form/Interview/ Assessment
<b>3</b>	<b>Experience</b>		
3 a)	Teaching, research and programme delivery experience	1	Application Form/Interview
3 b)	Experience of contributing to and implementing quality assurance procedures	2	Application Form/Interview
3 c)	Experience in using and developing new technologies and professional practice initiatives relevant to the subject area	1	Application Form/Interview

3 d)	Experience of preparing proposals/applications to external bodies to secure funding and developing successful partnership arrangements with industrial/educational providers	2	Application Form/Interview
3 e)	Experienced and able to publish results of research	1	Application Form/Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	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	1	Interview
4 b)	Able to successfully lead and manage discrete projects	1	Interview
4 c)	Able to critically reflect on all aspects of own contributions to the role	1	Interview
4 d)	Able to network effectively with local/national employers and organisations	1	Interview
4 e)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	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. Please note it is normally expected that a new appointee will commence at the bottom of grade.