

## **BISHOP GROSSETESTE UNIVERSITY**

### **JOB DESCRIPTION**

Title of Post:           Lecturer in Education  
Grade:                   Grade 7  
Responsible to:         Programme Leader for MA Education

### **MAIN PURPOSE OF THE JOB**

To undertake a range of teaching, research or scholarship activities, and other duties as a member of the team for MA Education, iPGCE and related programmes, making contributions to other areas of the institution's portfolio as appropriate.

### **KEY TASKS**

#### **Teaching and Learning Support**

Support in:

- The design and delivery of relevant programmes, at BGU, on-line and off-site, including the supervision of placement or work-based learning (using an appropriate range of teaching strategies).
- The design of teaching material and delivery either across a range of modules or within the subject area.
- Reviewing on a regular basis course content and materials, updating when required.
- Ensuring that course design, delivery and assessment comply with the quality standards and regulations of the University and department.

Further teaching responsibilities:

- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or field trips and, where appropriate, placements.
- Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- Actively contribute to creating high-quality asynchronous learning content as well as leading synchronous online taught sessions.
- Contribute to the processes of annual monitoring, periodic review and inspection at a programme level.
- Monitor student progression and achievement.
- Provide appropriate support and advice to students.

#### **Research and Scholarship**

- Undertake an appropriate level of research/knowledge exchange, publication and/or scholarship in a relevant discipline.
- Support the development and delivery of research, projects and proposals.
- Support the identification of sources of funding and contribute to the process of securing funds.

- Apply knowledge acquired from research/knowledge exchange to teaching and appropriate external activities.
- Write or contribute to publications or disseminate research findings using other appropriate media.
- Make presentations at conferences or exhibit work in other appropriate events.

### **Liaison and networking**

- Participate in and help develop internal and external networks for the benefit of the University.
- Participate in the recruitment, selection and admission of students.

### **Managing people**

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, supervise the work of others (e.g. as a module tutor).

### **Teamwork**

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

### **Pastoral care**

- Be responsible for the pastoral care of students within a specified area, including working as a personal tutor where relevant.
- Deal with standard problems and help colleagues resolve their concerns about progress in research.

### **Planning and managing resources**

- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Assist the Programme Leader by contributing to the administration of programmes, including the preparation of documentation of designated modules.

### **General**

- Maintain professional standards in relationships, including non-discriminatory practices.
- Participate in the wider academic and professional life of the University through membership of committees, working groups and examination boards and through attendance at other events as appropriate.
- Adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.
- Participate in relevant training and staff development activities.
- Undertake any other duties that may reasonably be required.

### **Performance Monitoring and Review**

- Agree objectives and targets with the Line Manager in accordance with University priorities and to participate in the staff appraisal process.
- Provide written reports on activity as requested.

### **Health and Safety**

- Discharge all relevant health and safety responsibilities.

### **MAIN CONTACTS**

- Programme Leader for MA Education
- Members of the programme team

### **LIMITS OF AUTHORITY**

- The post-holder must operate within the University's guidelines, procedures and regulations related to academic affairs.
- The post-holder must operate within all of the University's institutional policies and codes of practice.

**PERSON SPECIFICATION**

**Lecturer in Education**

	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications and Special Training</b>	<p>A relevant first degree.</p> <p>A relevant higher degree.</p> <p>PhD/EdD (completed or nearing completion).</p>	<p>Fellowship of the HEA.</p> <p>Membership of professional body.</p>
<b>Knowledge and Skills</b>	<p>Subject expertise in Education at masters level.</p> <p>Ability to plan, structure, deliver and assess programmes of study for a range of learners.</p> <p>Knowledge and skills in the creation of high-quality asynchronous learning content.</p>	<p>A grasp of the issues pertaining to widening access and participation.</p> <p>Specialist knowledge sufficient to support and deliver teaching and supervision up to, and including doctoral level.</p>
<b>Experience</b>	<p>Successful experience of teaching or working in Higher Education.</p> <p>Experience of supervising students at masters level.</p> <p>Experience of creating high-quality asynchronous learning content as well as leading synchronous online taught sessions.</p>	<p>Experience of supervising students up to doctoral level.</p> <p>Track record of being awarded external research/knowledge exchange funding.</p> <p>Track record of research publication/output.</p> <p>Evidence of bidding for external grants/participation in collaborative projects.</p>
<b>Personal Attributes</b>	<p>Conscientious, flexible, enthusiastic, and self-motivated.</p> <p>Creative, progressive and forward thinking in solving problems.</p> <p>Student-centred; willing to offer help and support, approachable.</p> <p>Interest in, and a willingness to engage in the recruitment of students and the marketing of courses.</p> <p>Committed to the success of the Faculty and the University.</p> <p>Good personal organisation and meticulous</p>	<p>Prepared to develop personal expertise in teaching and learning through formal training opportunities if appropriate.</p>

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