

## **BISHOP GROSSETESTE UNIVERSITY**

### **JOB DESCRIPTION**

Title of Post: Senior Lecturer in Education

Grade: Grade 8

Responsible to: Programme Leader for MA Education

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

To undertake a range of teaching, knowledge exchange and scholarship activities, leadership responsibilities 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 appropriate.

#### **KEY TASKS**

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

- I. Take a leadership role 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.
  - the planning, design and development of objectives and material.
  
- II. 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.

##### **Scholarship**

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

- Apply knowledge acquired from scholarship/knowledge exchange to teaching and appropriate external activities.
- Write or contribute to publications or disseminate scholarly findings using other appropriate media.

### **Liaison and networking**

- Participate in the recruitment, selection and admission of students.
- Lead and develop internal networks for the benefit of the University.
- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.
- Participate in external activities through membership of subject and professional associations and networks and liaison with other institutions and organisations.

### **Managing people**

- Provide academic leadership to those working within programme areas.
- Contribute to the development of teams and individuals.
- Act as a personal mentor to peers and colleagues.

### **Teamwork**

- Help to ensure that teams within the Faculty work together.
- Participate to help resolve conflicts within and between teams.
- 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.
- Be responsible for dealing with referred issues for students within own programme.
- Provide first line support for colleagues, referring them to sources of further help if required.

### **Planning and managing resources**

- Contribute to the design, development and administration of relevant programmes.
- Participate in the design and management of the academic and professional assessment of students.
- Be involved in Faculty strategic planning and contribute to the institution's strategic planning processes.
- Contribute to the management of quality, audit and other external assessments.

### **General**

- Maintain professional standards in relationships, including non-discriminatory practices.
- Take a leading role 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**

**Senior 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>Fellowship of the HEA.</p> <p>Membership of professional body.</p> <p>PhD/EdD (completed or nearing completion).</p>
<b>Knowledge and Skills</b>	<p>A specialist expertise of Education at masters level.</p> <p>Ability to lead the planning, structure, delivery and assessment of programmes of study for a range of learners.</p> <p>Excellent teaching skills and an understanding of the value of using a diverse range of teaching and assessment methods.</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 and/or working in Higher Education.</p> <p>Successful experience of exercising responsibility in Higher Education, or relevant educational setting.</p> <p>Experience of creating high-quality asynchronous learning content as well as leading synchronous online taught sessions.</p> <p>Experience of contributing to teacher development in partnership with a higher education institution or other provider.</p> <p>Successful engagement in the recruitment of students, marketing of courses or promotion of academic provision.</p>	<p>Track record of research publication/output.</p> <p>Track record of being awarded external research/knowledge exchange funding.</p> <p>Experience of supervising students up to doctoral level.</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>Committed to working in partnership with others.</p> <p>Committed to the success of the Faculty and the University.</p> <p>Good personal organisation and meticulous attention to detail.</p>	
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