

LINCOLN BISHOP UNIVERSITY

JOB DESCRIPTION

Title of Post:	Senior Lecturer in Primary and Early Years (ITE)
Grade:	Grade 8
Responsible to:	Programme Leader / Deputy Head of ITE Programmes

MAIN PURPOSE OF THE JOB

To undertake a range of teaching and scholarship, and other duties as a member of the team for Primary and Early Years ITE, making contributions to other areas of the institution's portfolio as appropriate. Ideally you will bring expertise in one or more of the following areas: behaviour management, professional behaviors, assessment and planning, learning theories and research, ITaPs and/or evidence-informed primary pedagogy, and will contribute to the ongoing development of these areas across our programmes.

KEY TASKS

Teaching and Learning Support

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.

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.
- Contribute to the planning, design and development of objectives and material.
- 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 and knowledge exchange

- Undertake knowledge exchange and/or scholarly activity in a relevant discipline and seek opportunities for income generation activity.
- Referee and contribute to peer assessment.
- Make presentations or exhibitions at national or international conferences and other similar events.
- Apply knowledge acquired from scholarship/knowledge exchange to teaching and appropriate external activities.

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 portfolio group work together.
- Participate to help resolve conflicts within and between teams.

Pastoral care

- 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 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.
- You will be required to gain an enhanced DBS certificate to visit partnership schools.

Performance Monitoring and Review

- Agree objectives and targets with the Line Manager in accordance with University priorities and 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 Undergraduate Primary and Early Years ITE
- 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 PRIMARY AND EARLY YEARS ITE

	Essential	Desirable
Education/ Qualifications and Special Training	A relevant first degree. Qualified Teacher Status	A Master's degree
Knowledge and Skills	Specialist expertise in Primary and Early Years education. Strong knowledge of postgraduate Initial Teacher Education and the ITTECF. Specialist expertise in one or more of: • Behaviour management and positive learning environments • Assessment and planning • Learning theories and research-informed practice • Professional behaviours • Inclusion and adaptive teaching Ability to plan, structure, deliver and assess programmes of study for a range of learners. Excellent teaching skills and an understanding of the value of using a diverse range of teaching and assessment methods.	A grasp of the issues pertaining to widening access and participation Ability to contribute/lead across our core ITT curriculum areas. Understanding of current evidence and research relating to behaviour, pupil engagement and effective classroom practice. Specialist knowledge sufficient to support and deliver teaching and supervision up to and including doctoral level
Experience	Successful experience of mentoring teacher trainees or contributing to teacher development in partnership with a higher education institution or other provider. Successful Primary/Early Years teaching experience. Successful experience of exercising responsibility for an area of the Primary curriculum. Successful engagement in the recruitment of students, marketing of courses or promotion of academic provision.	Successful experience of working and/or teaching in Higher Education or other research provider.

Personal Attributes	Conscientious, flexible, enthusiastic, and self-motivated. Creative, progressive and forward thinking in solving problems. Client-centred; willing to offer help and support, approachable. Committed to working partnership with others. Committed to the success of the Faculty and the University and willing to work hard to achieve it. Good personal organisation and meticulous attention to detail.	
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