

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post: Lecturer in Professional Studies
Grade: 7
Responsible to: Programme Leader for Professional Studies

MAIN PURPOSE OF THE JOB

To undertake a range of teaching and other duties within the School of Social Sciences.

1. To assist the Programme Leader by contributing to the design, development and administration of programmes including the preparation of documentation and management of designated modules.
2. To contribute to the delivery of education-related undergraduate and postgraduate courses using a range of teaching strategies. Delivery of taught sessions will require some evening work.
3. To contribute to the work of other subject teams as appropriate within overall workload.
4. To participate in the assessment of students ensuring that appropriate assignments are set and marked in accordance with validated programme documents and university assessment policies.
5. To monitor student progression and achievement.
6. To provide appropriate support and advice to students.
7. To participate in the recruitment, selection and admission of students.
8. To contribute to the processes of annual monitoring, periodic review and inspection at a programme and university level.
9. To undertake research and scholarly activity in a relevant discipline and to seek opportunities for, and engage in, income generation activity.
10. To participate in external activities through membership of subject and professional associations and networks and liaison with other institutions and organisations.
11. To participate in the wider academic and professional life of the university.
12. To participate in appropriate training and staff development activities.

13. To undertake any other duties that may reasonably be required.

PERFORMANCE MONITORING AND REVIEW

14. To agree objectives and targets with the Line Manager in accordance with university priorities and to participate in the staff appraisal process.
15. To provide written reports on activity as requested.

HEALTH AND SAFETY

16. To discharge all relevant health and safety responsibilities.

GENERAL

17. To maintain professional standards in relationships, including non-discriminatory practices.
18. To adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.

MAIN CONTACTS

Programme Leader Professional Studies

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 the University's Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant University policies.

PERSON PROFILE
LECTURER IN PROFESSIONAL STUDIES

	Core	Supplementary
Education/ Qualifications and Special Training	<p>A good first degree.</p> <p>A relevant professional qualification and/or a Master's degree.</p> <p>A commitment to further enhancing personal qualifications/training.</p>	<p>A record of relevant research and publication</p> <p>Evidence of recent publication.</p> <p>A Doctorate, completed or near to completion.</p>
Knowledge and Skills	<p>Substantial relevant and broad-based knowledge and understanding of formal and informal learning and work with children and young people (e.g. early childhood, school based across a range of phases, or youth, families and community sector work).</p> <p>Extensive relevant broad-based knowledge of the wider context education context.</p> <p>Excellent planning, teaching and assessment skills.</p> <p>Excellent interpersonal skills.</p> <p>Good IT skills.</p>	<p>Additional specialist knowledge and skills which are of benefit to the wider activities of the institution, such as: the ability to deliver CPD, to teach on alternative internal programmes; the ability to undertake funded research or project work; supervise Doctoral level students.</p> <p>The ability to support and develop one of the areas of research focus.</p>
Experience	<p>Extensive experience of working in the early years, schools or in the youth, families and community sector in the UK (any sector).</p>	<p>Successful experience of teaching on undergraduate or postgraduate courses in Higher Education.</p>

		Experience of working with learners in a variety of settings including internationally.
Personal Attributes	<p>Conscientious, flexible, enthusiastic, and self-motivated.</p> <p>Creative and forward thinking in solving problems.</p> <p>Client-centred: willing to offer help and support; approachable.</p> <p>Prepared to develop personal expertise in new areas.</p> <p>Loyal, committed to the success of the University and willing to work hard to achieve it.</p> <p>Good personal organisation and meticulous attention to detail.</p> <p>Able to work in a team</p>	