

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post: Senior Lecturer in Education Studies

Grade: Grade 8

Responsible to: Programme Leader, Education Studies

MAIN PURPOSE OF THE JOB

To undertake a range of teaching and other duties in the area of Education Studies.

KEY TASKS

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 Studies modules as directed by the Programme Leader and including the supervision of placements where relevant.
3. To participate in the assessment of students ensuring that appropriate assignments and examinations are set and marked in accordance with validated programme documents and university assessment policies.
4. To monitor student progression and achievement.
5. To provide appropriate support and advice to students.
6. To participate in the recruitment, selection and admission of students.
7. To contribute to the processes of annual monitoring, periodic review and inspection at a programme and university level.
8. To undertake research and/or scholarly activity in a relevant discipline and to seek opportunities for, and engage in, income generation activity, as appropriate.
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 through membership of committees, working groups and examination boards and through attendance at other events.
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 Performance Review 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

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

SENIOR LECTURER IN EDUCATION STUDIES

	Core	Supplementary
Education/ Qualifications and Special Training	<p>A relevant professional qualification in teaching.</p> <p>A good first degree.</p> <p>A Masters degree.</p> <p>A Doctorate.</p>	<p>A record of relevant research and publication.</p> <p>Evidence of recent publication.</p> <p>Fellowship of the HEA.</p>
Knowledge and Skills	<p>Relevant broad-based knowledge and understanding of a relevant discipline in education studies.</p> <p>Relevant broad-based knowledge of the wider context of the education sector.</p> <p>In depth knowledge of a specific aspect of education related research.</p> <p>Excellent planning, teaching and assessment skills.</p> <p>Excellent interpersonal skills.</p> <p>Very 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>Teaching experience in the UK (Early Years, Primary, Secondary).</p> <p>Successful experience of teaching on education related undergraduate or post graduate courses</p>	<p>Experience of working with learners in a variety of settings.</p>
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>	
--	--	--