

**BISHOP GROSSETESTE UNIVERSITY  
JOB DESCRIPTION**

**Title of Post:** Hourly Paid Lecturer – History  
**Grade:** Hourly Paid Lecturer standard rate  
**Responsible to:** Programme Leader – UG History

**MAIN PURPOSE OF THE JOB**

To undertake a range of teaching and other duties for the subject of History.

**KEY TASKS**

1. To assist relevant Programme Leaders in the delivery of one or more modules in areas of specialist expertise.
2. To participate in the assessment of students as directed by the relevant Programme Leaders.
3. To monitor student attendance at delivered teaching sessions.
4. To provide appropriate academic support and advice to students.
5. To participate in required training and staff development activities.
6. To undertake any other duties that may reasonably be required including, but not limited to, recruitment and outreach activity.

**PERFORMANCE MONITORING AND REVIEW**

7. To agree objectives and targets with the line manager in accordance with University priorities and to participate in the staff appraisal process.
8. To provide written reports on activity as requested.

**HEALTH AND SAFETY**

9. To discharge all relevant health and safety responsibilities.

**GENERAL**

10. To maintain professional standards in relationships, including non-discriminatory practices.

11. To adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.

**MAIN CONTACTS**

- Programme Leader for UG History
- Members of the History 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 PROFILE**  
**Hourly Paid Lecturer – History**

	Core	Supplementary
Education/ Qualifications and Special Training	A relevant first degree. Formal qualification and/or relevant work experience in relevant subject.	A PhD/EdD or equivalent in related subject. A Masters degree or equivalent. Fellowship of the HEA.
Knowledge and Skills	Knowledge and understanding of History for the purposes of teaching and learning at undergraduate level. Strong verbal and written communication skills. Excellent planning, teaching and assessment skills. Excellent interpersonal skills. Excellent IT skills.	A specialism in early modern British history. Ability to adapt specialisms and methods to the demands of the course.
Experience	Relevant experience in delivery of History modules at undergraduate level	Experience of teaching on undergraduate courses in early modern British history.
Personal Attributes	Conscientious, flexible, enthusiastic, and self-motivated. Creative problem solver. Student focussed, willing to offer help and support and to be approachable. Prepared to develop personal expertise in new areas. Good personal organisation and meticulous attention to detail.	