

Job Description



Job Details		
Job Title:	Lecturer (Teaching & Education)	
School/Dept:	XX	
Reports to:	Assistant Dean (for subject unit)	
Supervises:	XX	
Grade:	Grade: 7/8 (salary will be determined based on experience)	Full Time/Part Time (<i>delete as appropriate</i>)
Appointment period:	Open ended / xx months/years	
Current Location:		
Post Reference:		Date: February 2020

This job description should be read in conjunction with the Statement of Terms and Conditions of Employment for Lecturer (Teaching & Education).

Job Purpose

The Lecturer (Teaching & Education) will contribute to the intellectual life of the Department, School and the wider institution. They will make contributions to student education and experience through curriculum development and the delivery of teaching activities in the appropriate subject area.

The Lecturer will achieve this by activities which may include:

- Delivering high quality teaching;
- Supervision at undergraduate and postgraduate level;
- Implementing innovation and enhancement in teaching and learning;
- Undertaking administration of key Department, School and College activities;
- Developing public engagement and/or outreach activity linked to their academic specialism;
- Advancing knowledge in an appropriate way which may include presentations, or publications relating to the practice of teaching and learning;
- Contributing to the development of the curriculum.

Main Duties and Responsibilities

Education and Student Experience

- Organise, design and deliver teaching and assessment as required by the School and Department; this will include delivering lectures, classes and seminars in core and specialist subjects with due regard to best practice and the overall teaching strategy in the School.

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- Employ innovations in teaching and learning, to meet the learning needs of students, through the development of teaching materials, forms of pedagogy, or appropriate teaching collaborations.
- Direct one or more undergraduate or postgraduate programmes, where appropriate.
- Be actively involved in ongoing developments and improvements in teaching and administration.
- Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- Supervise student projects and dissertations, field trips and, where appropriate, placements.
- Undertake Programme and Module Development at both UG and PG level.
- Chair exam boards, where appropriate.
- Supervise, assess and examine student work and provide relevant and timely feedback.
- Undertake training or development in order to achieve accredited membership of the Higher Education Academy.
- Act as a Personal Tutor, providing effective support to students, including referring to specialist services as appropriate, and proactively identifying engagement issues at an early stage.
- Contribute to student recruitment and enrolment.
- Contribute to the efficient assessment and processing of student applications.
- Ensure that the design and delivery of teaching complies with College Regulations and the national Quality Assurance frameworks.
- Ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs.
- Respond promptly to student enquiries and concerns, to undertake action as appropriate or signposting alternative avenues of support.

Scholarship

- Advancing knowledge in an appropriate way which may include presentations, or publications relating to the practice of teaching and learning.
- Independently, and in collaboration with colleagues, contribute to bids for funding for student experience and education, or other scholarship activities in line with the overall strategy of the School/College.
- Maintain up to date expertise in relevant subject areas.

Leadership and Management

- Undertake and develop administrative and management roles and responsibilities within the Department, (e.g. Exams Officer, Admissions Tutor) as agreed with the Assistant Dean.
- Develop and contribute to the vision and leadership of the Department / School / College.
- Contribute to the work of external bodies such as learned societies.
- Engage in the wider College agenda (e.g. Equality and Diversity; Sustainability; Internationalisation; Widening Participation; and Staff Development) in line with College strategies and policies.
- Serve on departmental committees and contribute to development and outreach activity.
- Lead, or engage as appropriate, in departmental activities such as attendance at open days or departmental UCAS days.
- Contribute to student recruitment, enrolment and retention.
- Participate in the recruitment of staff, through shortlisting, attending presentations and/or serving on panels where appropriate.
- Support and promote equalities in line with college strategies and local priorities.
- Contribute to strategies to enhance the overall student experience.

Engagement

- Contribute to increasing public understanding of the discipline, finding ways to engage with and support external stakeholders;
- Participate in outreach activities undertaken by the Department and/or School developing links with, for example, industry or community partners;
- Be active in professional or scholarly organisations, journals or other forms of external activity.

Working Relationships and Contacts

People management and team working

- Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
- Join external networks to share information and ideas.
- Collaborate with academic colleagues on course development, curriculum changes and the development of research activity.

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- Attend and contribute to subject group meetings.
- Collaborate with colleagues to identify and respond to students' needs.
- Regular contact and liaison with students to teach and provide support.
- Oversee postgraduate students where required.
- Manage own teaching, scholarship and administrative activities, with guidance if required.

In addition to the above, upon successful completion of Birkbeck's Academic Probation, the Lecturer will be required to undertake the following duties:

- Participate in and develop external networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.
- Supervise the work of others, for example in teaching teams or on projects.
- Act as a responsible team member and develop productive working relationships with other members of staff.
- Take the lead on local projects when required.
- Act as a mentor for students in capacity of personal tutor.
- Advise and support colleagues with less experience and advise on personal development.

Student Counselling

- Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students, be responsible for the pastoral care and support of students within a specified area.
- Act as a mentor for students in the capacity of personal tutor, giving first line support.
- Refer students to alternative sources and services for providing further help as appropriate.
- Act as a module tutor when required.

Dimensions

Problem solving and impact

- Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarship activities.
- Respond to pedagogical and practical challenges.

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- Share responsibility in deciding how to deliver modules and assess students and upon completion of Academic Probation have the sole responsibility for the design and delivery of own modules and assessment methods.
- Collaborate with colleagues on the implementation of assessment procedures.

In addition to the above, upon successful completion of Birkbeck's Academic Probation, the Lecturer will be required to undertake the following duties:

- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Advise others on strategic issues such as student recruitment and marketing.
- Contribute to the accreditation of courses and quality control processes.
- Develop ideas for generating income and promoting the subject area.
- Develop ideas and find ways of disseminating and applying the result of research and scholarship.

Resource management

- Co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Use teaching and research resources, laboratories and workshops as appropriate.
- Plan and manage own teaching and tutorials as agreed with mentor.

In addition to the above, upon successful completion of Birkbeck's Academic Probation, the Lecturer will be required to undertake the following duties:

- Manage projects relating to own area of work.
- Use teaching and research resources, laboratories and workshops as appropriate.

Working environment

- Balance the competing demands and deadlines to deliver on the four key areas of Education & Student Experience, Scholarship, Leadership & Management, and Engagement with help from line manager and peers whilst on Academic Probation.
- To be aware of the risks in the work environment and their potential impact on own work and that of others.
- Develop familiarity with a variety of strategies to promote and assess learning.
- Understand and apply the principles of equality of opportunity in an academic context.
- Engage in continuous professional development.

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- Conduct risk assessments and take responsibility for the health and safety of others, depending on the area of work and level of training received.

General Responsibilities

These are standard to all Birkbeck Job Descriptions

- Adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- Work in accordance with the Data Protection Act and to ensure that all new systems are reported to your Data Controller.
- Undertake other such duties as may be reasonably expected.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

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PERSON SPECIFICATION

Job Title: Lecturer (Teaching & Education)

The person specification lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge	<ul style="list-style-type: none"> ▪ Breadth or depth of specialist knowledge in the discipline to develop new or to work within established teaching and research programmes. ▪ An understanding of different teaching and learning methods 	
Technical/Work-based Skills	<ul style="list-style-type: none"> ▪ Skills in work practice relevant to the subject area ▪ Effective oral and written communication skills, to convey both simple and more complex information and academic concepts ▪ Computer proficiency in standard packages (e.g. word processing, spreadsheets, e-mail and internet use) ▪ Ability to develop and foster students' learning skills ▪ Ability to carry out innovative research and attract funding from the Research Councils and other sources as appropriate, with the assistance of a mentor if required, whilst on Academic Probation ▪ An ability to lecture and conduct seminars clearly and effectively, with the assistance of a mentor if required, whilst on Academic Probation 	

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General Skills/Attributes	<ul style="list-style-type: none"> ▪ Effective presentation skills ▪ To appreciate and react to the needs of individual students and their circumstances ▪ Organisation and administration skills ▪ Commitment to working with diversity ▪ Ability to engage the interest and enthusiasm of students and inspire them to learn ▪ Interpersonal skills to relate well to students especially mature students 	
Experience	<ul style="list-style-type: none"> ▪ Research experience at postgraduate level ▪ Teaching experience 	<ul style="list-style-type: none"> ▪ Teaching experience at degree and/or postgraduate level ▪ Experience of carrying out consultancy ▪ Experience of publishing research, scholarship or practice, or presenting work at conferences and other events ▪ Experience of collaboration with academic colleagues on course, and/or curriculum and/ or research developments
Qualifications	<ul style="list-style-type: none"> ▪ PhD (or equivalent) level in an appropriate specialism or extensive professional practice in a subject related area. 	