

Job Description



| Job Details | | |
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| Job Title: | Professor (Teaching & Education) | |
| School/Dept: | XX | |
| Reports to: | Assistant Dean (for subject unit) | |
| Supervises: | XX | |
| Grade: | Grade: 10 (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 a Professor (Teaching & Education).

Job Purpose

The Professor (Teaching and Education) will demonstrate leadership in their contribution to the intellectual life of the Department, School and wider institution. They will lead on the development and design of teaching and innovation in learning and the student experience. They will demonstrate leadership in relation to the College's Education Strategy at Department, School and institutional level.

The Professor (Teaching and Education) will achieve this by activities which may include:

- Delivering high quality teaching;
- Supervision at undergraduate and postgraduate level;
- Leading innovation and enhancement in teaching and learning;
- Leading the administration of teaching, teaching-related research and scholarship at School and College level;
- Leading on interventions and strategies to improve student retention and attainment;
- Leading and shaping College strategy in relation to Education and the Student Experience;
- Leading 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;
- Making a national or international contribution to the practice of learning and teaching.

Main Duties and Responsibilities

Education and Student Experience

In addition to the duties described for Reader, the Professor may:

- Lead on the design and enhancement of the overall curriculum in the Department and/or at School level.
- Lead on activity to develop academic regulations and compliance with the national quality assurance framework.
- Promote the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department.
- Deliver inspirational academic leadership and mentoring.
- Influence and shape cross-institutional strategy for education and student experience.
- Have gained membership of the Higher Education Academy at a senior level.
- Make a major contribution to educational policy development and pedagogic practice nationally or internationally.

Scholarship

In addition to the duties described for Reader, the Professor may:

- Demonstrate a higher level of impact in relation to up to date knowledge and understanding of professional practice and/or pedagogy in the field or specialism.
- Win significant peer-reviewed funding for projects to develop and enhance teaching.
- Actively commit to and champion all dimensions of the UK Professional Standards Framework through work with students and staff.
- Shape a successful incorporation of subject and pedagogic research and /or scholarship within teaching and learning activities as part of an integrated approach to academic practice

Leadership and Management

In addition to the duties described for Reader, the Professor may:

- Lead Departmental, School and College committees.
- Lead or Chair national and international committees and working groups.
- Act as an advisor to government or in another significant advisory capacity.

Job Description



- Contribute to the leadership and strategic direction of the school and College through designated roles (e.g. Assistant Dean/Pro-Vice-Master).
- Lead significant cross-institutional initiatives.
- Lead activities designed to actively contribute to and promote the international standing of the College

Engagement

In addition to the duties described for Reader, the Professor may:

- Lead work on public understanding of the discipline.
- Routinely become involved in complex and important negotiations both within the College and with external bodies.
- Lead engagement with key external stakeholders

Working Relationships and Contacts

People management and team working

- Chair committees and participate in College decision-making and governance.
- Lead and develop internal and external networks to foster collaboration and share information and ideas, promoting both the subject and the College.
- Promote and market the work of the department in the subject area both nationally and internationally.
- Exercise academic leadership for all subject area teaching and research activities.
- Ensure that staff are suitably qualified to work within their own area.
- Appraise and advise staff on personal and career development plans.
- Promote a collegiate approach and develop team spirit and team coherence.
- Foster inter-disciplinary team working.
- Develop and communicate a clear vision of the unit's strategic direction.

Student and staff counselling

- Be responsible for dealing with referred issues for students within own educational programmes.
- Act as personal tutor, giving first line support.
- Provide first line support for colleagues, referring them to sources of further help if required.

Dimensions

Problem solving and impact

- Determine the final allocation of resources within own area of responsibility.
- Be party to strategic decisions at College level regarding staff, student, and college-wide issues.
- Lead the development of new and creative approaches in responding to teaching and professional practice challenges.
- Initiate new and original solutions to problems, and resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations.
- Provide advice to external bodies.

Resource management

- Take overall responsibility for the organising and deployment of resources within own areas of responsibility, and actively contribute to the overall management of the department in areas such as budget management and business planning.
- Contribute to College-wide planning and strategic development, and departmental-level strategic planning.
- Plan and deliver consultancy or similar programmes and ensure that resources are available.
- Contribute to the management of quality, audit and other external assessments.

Working environment

- Balance the competing demands and deadlines to deliver on the four key areas of Education & Student Experience, Scholarship, Leadership & Management, and Engagement.
- Take overall responsibility for health and safety in own areas of responsibility.
- Ensure that appropriate risk management processes are operational.

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.

Job Description



- 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.

Job Description



PERSON SPECIFICATION

Job Title: Professor (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"> ▪ Be an externally recognised, leading authority in the subject area with a considerable national or international reputation ▪ Possess in-depth understanding of own specialism to enable the development of new knowledge, innovation and understanding within the field ▪ Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues | |
| Technical/Work-based Skills | <ul style="list-style-type: none"> ▪ Ability to conduct high quality research in a particular specialism ▪ Proven ability to attract funding from external sources ▪ Effective teaching design and delivery ▪ Highly effective oral and written communication skills, to convey conceptual and complex ideas and information ▪ Negotiation skills ▪ Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets) | |
| General Skills/Attributes | <ul style="list-style-type: none"> ▪ Ability to provide academic leadership | |

Job Description



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| | <ul style="list-style-type: none">▪ Effective presentation skills▪ Commitment to working with and encouraging diversity▪ Effective interpersonal skills to interact with, engage and inspire students (especially mature students), staff and others▪ Effective organisation and administrative skill | |
| Experience | <ul style="list-style-type: none">▪ National and international record of excellence in subject pedagogy or professional practice▪ Experience of teaching postgraduate and undergraduate students▪ Experience of conducting administrative duties efficiently and effectively | <ul style="list-style-type: none">▪ Experience of carrying out consultancy |
| Qualifications | <ul style="list-style-type: none">▪ PhD (or equivalent) level in an appropriate specialism or extensive professional practice in a subject related area. | |