

Job Description



Job Details		
Job Title:	Reader (Teaching & Education)	
School/Dept:	XX	
Reports to:	Assistant Dean (for subject unit)	
Supervises:	XX	
Grade:	Grade: 9 (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 Reader (Teaching & Education).

Job Purpose

The Reader (Teaching and Education) will contribute at a strategic level to the intellectual life of the School. They will take a leadership role providing direction in learning and teaching and student experience, as well as contribute as a senior academic to the wider achievements of the Department, School and wider institution. They will influence beyond the Department at School and institutional level.

The Reader 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;
- Developing/enhancing the administration of key Department, School and College activities;
- Creating interventions and strategies to improve student retention and attainment at Department or School level;
- Advancing knowledge in an appropriate way which may include presentations, or publications relating to the practice of teaching and learning;
- Leading on design and development of the curriculum.

Main Duties and Responsibilities

Education and Student Experience

In addition to the duties described for Senior Lecturer, the Reader may:

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- Demonstrate and influence good practice in the Department, School or College, such as through the development of innovative teaching methods or programme leadership;
- Contribute to the strategic development of Education and Student experience at School or College-level;
- Contribute to the development of educational strategy at national level by contribution to subject bodies, national frameworks or similar;
- Have gained membership of the Higher Education Academy at a senior level.

Scholarship

In addition to the duties described for Senior Lecturer, the Reader may:

- Develop work to influence the higher education teaching agenda in a specific disciplinary area or more generally;
- Lead teaching initiatives (which could include pedagogic research) and disseminate the outcomes;
- Lead activity related to teaching diverse learners widening access.

Leadership and Management

In addition to the duties described for Senior Lecturer, the Reader may:

- Mentor more junior academic colleagues, supporting them in their contribution to Education and the student experience;
- Support the College mission through significant contributions to strategic projects and to development and outreach activity;
- Contribute to national or international conferences on disciplinary issues or learning and teaching.

Engagement

In addition to the duties described for Senior Lecturer, the Reader may:

- Create and lead external networks; for example on student recruitment, external examining work or work with exam boards, secure student placements, promote the teaching portfolio and practice of the institution, facilitate outreach work.
- Take on leadership roles in professional or scholarly organisations, journals or other forms of external activity.

Working Relationships and Contacts

People management and team working

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- Lead and develop internal networks for example by chairing and participating in College committees.
- Lead and develop external networks for example with external examiners and assessors.
- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.
- Regularly contact and liaise with students to teach and provide support.
- Provide academic leadership to those working within programme areas, as course leader or equivalent, co-ordinating the work of others to ensure that courses are delivered effectively, and/or organising the work of a team by agreeing objectives and work plans.
- Act as a line manager, supervising the work of others, for example in for example in teaching teams or on projects
- Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development.
- Act as a personal mentor to peers and colleagues.
- Lead teams within specific areas of responsibility.
- Ensure that teams within the department work together effectively.
- Act to resolve conflicts within and between teams.

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

- Resolve problems affecting the delivery of courses within own educational programme, and in accordance with College regulations.
- Make decisions regarding the operational aspects of own educational programme.
- Contribute to decisions, which have an impact on other related programmes.
- Provide advice on strategic issues such as the balance of student recruitment, staff appointments and student and other performance matters.
- Identify opportunities for the strategic development of new courses or appropriate areas of activity, and contribute to the development of such ideas.

Resource management

- Be responsible for the delivery of own educational programmes.
- Contribute to the overall management of the department in areas such as budget management and business planning.
- Be involved in departmental level strategic planning and contribute to wider strategic planning processes in the College.
- Plan and deliver research, 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 responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received).
- Engage in continuous professional development.
- Understand and apply the principles of equality of opportunity in an academic context.

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.

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PERSON SPECIFICATION

Job Title: Reader (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"> ▪ Wide breadth and depth of specialist knowledge in own specialism to develop teaching and research programmes ▪ Be an externally recognised authority in the subject area with a national reputation ▪ Possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field ▪ Understanding of different teaching and learning methods 	
Technical/Work-based Skills	<ul style="list-style-type: none"> ▪ Ability to attract funding external sources for teaching, student support or consultancy ▪ Effective teaching design and delivery ▪ Highly effective oral and written communication skills, to convey conceptual and complex ideas and information ▪ 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 ▪ Effective presentation skills 	

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	<ul style="list-style-type: none"> ▪ Effective interpersonal skills and delivery techniques to interact with, engage and inspire students ▪ Commitment to working with and encouraging diversity ▪ Organisation and administrative skills 	
Experience	<ul style="list-style-type: none"> ▪ Experience of teaching postgraduate and undergraduate students <p>Experience of conducting high quality scholarship or professional practice</p> <ul style="list-style-type: none"> ▪ Experience of conducting administrative duties efficiently and effectively ▪ Experience of developing and implementing research objectives, projects and proposals ▪ Experience of collaboration with academic colleagues on course, curriculum and research developments 	<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. 	