

Job Description



Job Details		
Job Title:	Senior Lecturer (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 Senior Lecturer (Teaching & Education).

Job Purpose

The Senior Lecturer (Teaching & Education) will demonstrate excellence in their contribution to the intellectual life of the Department, School and the wider institution. They will demonstrate excellence in the development and design of teaching, and contribute to significant administrative and leadership roles.

The Senior Lecturer (Teaching & Education) will achieve this by activities which may include:

- Delivering high quality teaching;
- Supervision at undergraduate and postgraduate level;
- Developing innovation and enhancement in teaching and learning;
- Developing/enhancing the administration of key Department, School and College activities Developing interventions to improve student retention and attainment at module or programme level;
- Advancing knowledge in an appropriate way which may include presentations, or publications relating to the practice of teaching and learning;
- Design and development of the curriculum.

Main Duties and Responsibilities

Education and Student Experience

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

- Develop new programmes at undergraduate or post-graduate level.
- Develop and implement teaching innovations designed to demonstrate impact or improve on progression, retention and attainment.

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- Develop use of innovative teaching methods and/or curricula.
- Develop new forms of assessment and feedback.
- Evaluate aspects of student satisfaction and performance and develop interventions for improvement.
- Contribute to leadership and administrative roles in education and student experience.
- Chair exam boards.
- Sustain a record of a very high standard of teaching performance (as judged by module evaluation and other standard measures of student satisfaction and achievement).

Scholarship

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

- Develop knowledge advancement activity to promote understanding in the field or specialism.
- Lead bids for funding for student experience and education, or other scholarship activities.
- Engage in funded, and unfunded, teaching initiatives (which could include pedagogic research) and disseminate the outcomes.
- Develop and engage with activity related to teaching diverse learners and widening access

Leadership and Management

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

- Chair and contribute to Department and School committees.
- Support the College mission through positive contributions to strategic projects and to development and outreach activity.
- Participate at a senior level (e.g. Assistant Dean) in the leadership and management of the Department and School.
- Undertake administrative duties in the Department and School required in the professional delivery of teaching, taking a leadership role where appropriate.

Engagement

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

- Participate in external networks; e.g. on student recruitment, external examining work or work with exam boards, secure student placements.

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- Develop or support development of partnerships with other higher education institutions, government bodies and industry for the benefit of student education and experience in the School.
- Hold responsibilities in professional or scholarly organisations, journals or other forms of external activity.

Working Relationships and Contacts

People management and team working

- 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 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

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- 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 consultancy or similar activities 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.

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- 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: Senior 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"> ▪ 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 ▪ 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"> ▪ 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) 	<ul style="list-style-type: none"> ▪ An ability to attract funding from external sources
General Skills/Attributes	<ul style="list-style-type: none"> ▪ Ability to provide academic leadership ▪ Effective presentation skills ▪ Effective interpersonal skills and delivery techniques to interact with, engage and inspire students 	

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	<ul style="list-style-type: none">▪ 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▪ Experience of conducting high quality scholarship or professional practice▪ Experience of conducting administrative duties efficiently and effectively▪ Experience of developing and implementing projects and proposals▪ Experience of collaboration with academic colleagues on course and curriculum development	<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.	