

## GENERIC ROLE PROFILES – TEACHING & SCHOLARSHIP STAFF



### ROLE PROFILE

|                                    |  |
|------------------------------------|--|
| <b>JOB TITLE:</b>                  | Associate Tutor                              |
| <b>STAFF GROUP &amp; CATAGORY:</b> | Teaching & Scholarship - Research & Teaching |
| <b>SCHOOL:</b>                     | As per appointment                           |
| <b>REPORTS TO:</b>                 | Assistant School Manager                     |
| <b>GRADE:</b>                      | 6  |

\* = esp. for staff currently titled Demonstrators

### PURPOSE OF THE JOB

Under academic supervision, assist in the delivery of predetermined programmes of teaching to Birkbeck students, to facilitate the successful completion of their studies. Engage in the scholarship necessary to ensure good practice in teaching and to apply appropriate levels of knowledge in the subject areas to be taught. Undertake other duties as required.

### MAIN DUTIES

#### *Teaching and learning support*

1. Teach as a member of a teaching team, within an established programme of study, in support of Research & Teaching colleagues;
2. Deliver pre-determined activities to support Research & Teaching colleagues by undertaking the delivery of seminars, tutorials and other small group work to develop student skills (e.g. language conversation training or training in basic research methodologies);
3. \*Under supervision deliver pre-determined activities to support teaching by acting as a technical demonstrator in practical laboratory classes to develop student skills (e.g. carrying out demonstrations, running samples and experiments and interpreting results for teaching, providing detailed skills training, coaching or instruction, etc.);
4. Communicate knowledge, foster understanding and transfer expertise in the form of practical skills, methods and techniques;
5. Encourage critical thinking, foster debate, and support students in developing the ability to engage in critical discourse and rational thinking;
6. Ensure own teaching practice is in accordance with equal opportunities, and is responsive to student needs;

7. Work to ensure and facilitate student participation in assessment, to support the completion of modules and general student retention;
8. Undertake assessment and marking, as required and directed;
9. Assist with other ad hoc activities as required by the department, including field trip support, providing advice on study skills, and helping to resolve student learning problems;
10. Undertake relevant administrative duties in support of teaching as required, such as the submission of appropriate student assessment records and other related documentation;
11. Develop teaching methods and materials, if required, with assistance and support;

### ***Scholarship***

12. Seek ways of improving performance by reflecting on the development of teaching, delivery and learning skills; informed by feedback from students, manager(s), and peers;
13. Maintain an up-to-date knowledge of subject area;
14. In addition to the training that may be implicit in the role, participate in appropriate staff development activities, such as induction and other training programmes and meetings as required.

### ***Communication***

15. Deal with routine communications using a range of media;
16. Communicate complex information, and material of a specialist or highly technical nature (e.g. good laboratory practice and relevant health and safety knowledge), orally, in writing and electronically.

## **WORKING RELATIONSHIPS AND CONTACTS**

### ***People management and team-working***

17. Liaise with appropriate Research & Teaching colleagues on all matters regarding curriculum, teaching and learning. Where appropriate Research & Teaching staff will, in consultation with Professional & Support colleagues, provide the necessary guidance, direction and leadership on those aspects of the work;
18. Contact and liaison with students to teach/demonstrate;
19. Collaborate with colleagues to identify and respond to students' needs;
20. Develop internal contacts and participate in internal networks for the exchange of information;
21. Attend, as appropriate, and contribute to subject group meetings;
22. Manage, with guidance and direction, own scholarly teaching and administrative activities.

### ***Student Support***

23. Provide basic student support but understand when to make referrals to appropriate other services and sources of support.

## **DIMENSIONS**

### ***Problem solving and impact***

24. Develop initiative, creativity and judgement in applying appropriate approaches to teaching/ demonstrating and learning support;
25. Respond to pedagogical and practical challenges;
26. Plan and prioritise own daily work, including preparation for teaching.

### ***Resource management***

27. Co-operate with others, including Professional & Support or Research & Teaching colleagues, to ensure student needs and expectations are met;
28. Use teaching resources, laboratories and workshops as appropriate;
29. Plan and manage own teaching/demonstrating and tutorials as advised and agreed.

### ***Working environment***

30. Manage the competing pressures of teaching/demonstrating, scholarship, knowledge transfer, administrative demands and deadlines, with help from manager(s) and colleagues;
31. Understand and manage the risks in the work environment and their potential impact on one's own work and that of others.

## **GENERAL RESPONSIBILITIES**

- Adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- Responsibility 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 Protection Controller.
- Undertake other such other duties as may be reasonably expected.

## PERSON SPECIFICATION

**Job Title:** Associate Tutor

**Grade:** 6

| ATTRIBUTES                         | ESSENTIAL  | DESIRABLE  |
|------------------------------------|--|--|
| <b>Knowledge</b>                   | <ul style="list-style-type: none"> <li>▪ Specialist disciplinary knowledge to work within defined, established teaching programmes.</li> </ul>   |  |
| <b>Technical/Work-based Skills</b> | <ul style="list-style-type: none"> <li>▪ Effective oral and written communication skills, to convey both simple and more complex information and academic concepts;</li> <li>▪ Good level of Information and Communication Technology skills particularly in application to standard packages (e.g. word processing, spreadsheets, e-mail and internet use);</li> <li>▪ Awareness of good laboratory practice and related health and safety knowledge.*</li> </ul> |  |
| <b>General Skills/ Attributes</b>  | <ul style="list-style-type: none"> <li>▪ Confident presentation skills;</li> <li>▪ Awareness of the needs of part-time learners and adult learners;</li> <li>▪ An ability to clearly and effectively pass on specialist subject area knowledge;</li> <li>▪ Organisation and administration skills;</li> <li>▪ Commitment to working with diversity;</li> <li>▪ Ability to engage the interest and enthusiasm of students and inspire them to learn.</li> </ul>     |  |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>▪ Evidence of ability to support teaching.</li> </ul>   |  |
| <b>Qualifications</b>              | <ul style="list-style-type: none"> <li>▪ Educated to degree level or equivalent.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Postgraduate degree or studying towards a postgraduate degree.</li> </ul> |

## ROLE PROFILE

|                                    |  |
|------------------------------------|--|
| <b>JOB TITLE:</b>                  | Associate Lecturer A                         |
| <b>STAFF GROUP &amp; CATAGORY:</b> | Teaching & Scholarship - Research & Teaching |
| <b>SCHOOL:</b>                     | As per appointment                           |
| <b>REPORTS TO:</b>                 | Assistant School Manager                     |
| <b>SUPERVISES:</b>                 | Students as appropriate                      |
| <b>GRADE:</b>                      | 7  |

### PURPOSE OF THE JOB

To deliver teaching to Birkbeck students, in order to enable them to complete their studies successfully and to undertake scholarship to maintain knowledge of the appropriate subject area(s) within the oversight of Research & Teaching Colleagues. To undertake all related course administrative duties as required.

### MAIN DUTIES

#### *Teaching and learning support*

1. Teach as a member of a teaching team, within a predefined programme of study, in a variety of settings from small group tutorials to large lectures;
2. Supervise the work of students including projects, field trips and where appropriate, dissertations and/or placements;
3. Communicate knowledge, foster understanding and transfer expertise in the form of practical skills, methods and techniques, provide advice on study skills, and help with learning problems;
4. Encourage critical thinking, foster debate, and develop the ability of students to engage in critical discourse and rational thinking;
5. Develop teaching materials, methods and approaches that ensure that content, methods of delivery and learning materials meet defined learning objectives;
6. Use a range of delivery techniques to inspire and engage students;
7. Ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to student needs;
8. Identify students' learning needs and define appropriate learning objectives;
9. Work to ensure and facilitate student participation in assessment and completion of modules;
10. Set, mark, and assess work and examinations, as required, and provide feedback to students;

11. Undertake relevant administrative duties and paperwork to ensure key records are maintained including the submission of the appropriate student assessment records and other related documentation;
12. Contribute to the content of handbooks, websites, brochures and other marketing/publicity material and activities;
13. Identify areas where current provision may be in need of revision or improvement and make proposals for updates to content and materials;
14. Contribute to the development, planning and design of new programmes of study, as appropriate.

### **Scholarship**

15. Reflect on practice and the development of own teaching and learning skills;
16. Seek ways of improving personal performance by reflection on teaching design and delivery, and by obtaining and analysing feedback from students, peers and senior colleagues;
17. Develop the skills of applying appropriate approaches to teaching;
18. Engage in the scholarship and or professional development necessary to ensure up-to-date knowledge of the subject area(s);
19. Develop learning materials to disseminate the results of scholarly activity/ professional development;
20. Participate in appropriate staff development activities, such as induction and other training programmes and meetings as required.

### **Communication**

21. Deal with routine communications using a range of media;
22. Communicate complex information, and material of a specialist or highly technical nature, orally, in writing and electronically e.g. a virtual learning environment.

## **WORKING RELATIONSHIPS AND CONTACTS**

### **People management and team-working**

23. Regular contact and liaison with students to teach and provide support;
24. Liaison with appropriate Research & Teaching colleagues on all matters regarding curriculum, teaching and learning. Where appropriate Research & Teaching staff will, in consultation with Professional & Support colleagues, provide the necessary guidance, direction and leadership on those aspects of the work;
25. Collaborate with colleagues to identify and respond to students' needs;
26. Collaborate with Research & Teaching colleagues on course development, curriculum changes and the development of scholarly activities;
27. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration;

28. Oversee certificate, undergraduate and postgraduate students;
29. Attend and contribute to subject group meetings;
30. Join or participate in professional bodies as appropriate.

#### ***Student support & pastoral care***

31. Respond sensitively and respectfully to issues concerning students and provide support and appropriate referral;
32. Act as a mentor for students in the capacity of personal tutor, giving first line support;

### **DIMENSIONS**

#### ***Problem solving and impact***

33. Use initiative, creativity and judgement in applying appropriate approaches to teaching and learning-support and scholarly activities;
34. Respond to pedagogical and practical challenges;
35. Contribute to the decision making process in how to deliver modules and student assessment;
36. Contribute to collaborative decision making with colleagues on academic content and on the assessment of students' work.

#### ***Resource management***

37. Co-operate with others (both Professional & Support and Research & Teaching colleagues) to ensure student needs and expectations are met;
38. Use teaching resources, laboratories and workshops as appropriate;
39. Plan and manage own teaching and tutorials as agreed with Research & Teaching line manager.

#### ***Working environment***

40. Manage the competing priorities of teaching, scholarship, knowledge transfer, administration and other deadlines, with help from line manager(s) and peers;
41. Understand and manage the risks in the work environment and their potential impact on own work and that of others;

## **GENERAL RESPONSIBILITIES**

- Adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- Responsibility 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 Protection Controller.
- Undertake other such other duties as may be reasonably expected.



## PERSON SPECIFICATION

**Job Title:** Associate Lecturer A

**Grade:** 7

| ATTRIBUTES                         | ESSENTIAL   | DESIRABLE  |
|------------------------------------|---|--|
| <b>Knowledge</b>                   | <ul style="list-style-type: none"> <li>▪ Breadth or depth of specialist knowledge within subject area(s);</li> <li>▪ Understanding of the particular needs of part-time learners and adult learners.</li> </ul>   |  |
| <b>Technical/Work-based Skills</b> | <ul style="list-style-type: none"> <li>▪ Effective presentation skills and ability to lecture and lead other taught sessions clearly and effectively;</li> <li>▪ Effective oral and written communication skills, to convey both simple and more complex information and academic concepts;</li> <li>▪ Good level of Information and Communication Technology skills particularly in application to standard packages (e.g. word processing, spreadsheets, e-mail and internet use) and virtual learning environments;</li> <li>▪ Skills in scholarship or comparable professional/industry activity relevant to the subject area.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Experience of the design of learning materials for on-line delivery or a willingness to undertake training.</li> </ul>  |
| <b>General Skills/Attributes</b>   | <ul style="list-style-type: none"> <li>▪ Ability to appreciate and react to the needs of individual students and their circumstances;</li> <li>▪ Ability to relate well to students, particularly adult learners;</li> <li>▪ Commitment to working with diversity;</li> <li>▪ Organisation and administration skills;</li> <li>▪ Ability to engage the interest and enthusiasm of students and inspire them to learn.</li> </ul>  |  |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>▪ Formal teaching experience.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Teaching experience within a HE environment or with adult learners;</li> <li>▪ Scholarly experience at postgraduate level;</li> <li>▪ Professional/industry experience as appropriate to the subject discipline.</li> </ul> |
| <b>Qualifications</b>              | <ul style="list-style-type: none"> <li>▪ Undergraduate degree or equivalent;</li> <li>▪ As a minimum at the corresponding level of award as required to teach (or equivalent professional/industry level experience).</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Postgraduate degree;</li> <li>▪ Studying towards a PhD;</li> <li>▪ Appropriate professional qualification;</li> <li>▪ Teaching qualification.</li> </ul>  |

## ROLE PROFILE

|                                    |  |
|------------------------------------|--|
| <b>JOB TITLE:</b>                  | Associate Lecturer B   |
| <b>STAFF GROUP &amp; CATAGORY:</b> | Teaching & Scholarship - Research & Teaching                                 |
| <b>SCHOOL:</b>                     | As per appointment   |
| <b>REPORTS TO:</b>                 | Assistant School Manager   |
| <b>SUPERVISES:</b>                 | Students as appropriate<br>Other Teaching & Scholarship staff as appropriate |
| <b>GRADE:</b>                      | 8  |

### PURPOSE OF THE JOB

Teach, and as appropriate, design, prepare, co-ordinate and/or manage teaching either within or across a range of modules or subject areas. Undertake, as necessary, significant academic-related departmental administration or other significant managerial-level activities, in addition to administration related to own teaching.

### MAIN DUTIES

#### *Teaching and learning support*

1. Deliver teaching, including the preparation of materials, communicating subject matter and encouraging critical discourse to develop rational thinking;
2. Observe and react to student interventions including responses to questions outside of class times;
3. Supervise the work of students including projects, field trips, dissertations or placements;
4. Design modules and contribute to the design of teaching programmes, including the identification of learning objectives and the selection of appropriate curricula; selecting teaching methods, resources and reading; determining, designing and producing study material; planning course delivery and planning for contingencies (e.g. to accommodate the diversity of students' learning styles and needs);
5. Select and apply appropriate teaching, learning support and assessment methods and contribute to the development of wider teaching and learning strategies;
6. Develop and apply innovative and appropriate teaching techniques and materials that will elicit interest, understanding and enthusiasm from students;
7. Review module content and materials regularly updating when required and programme content if necessary;
8. Ensure that module and on occasion programme design and delivery comply with College Quality Assurance standards and regulations;
9. Review and contribute to the content of handbooks, websites, brochures and other marketing/publicity material and activities as required;

10. Carry out a significant administrative role within the School/Department, or undertake another significant activity to contribute to the overall management of the subject unit/department, as required;
11. Co-ordinate team teaching as required, including liaison with Research & Teaching and Professional & Support colleagues;
12. Carry out assessment including the design of assessment methods and criteria, marking assessments, ensuring adequate moderation resources, providing written/oral feedback, and collating and providing final assessments of students;
13. Carry out course evaluation, including facilitating student feedback; reflecting on own teaching design and delivery; and implementing ideas for improving own performance.

### ***Scholarship***

14. Engage in the scholarship or appropriate professional activity necessary to ensure good practice in teaching and up-to-date knowledge of subject areas;
15. Extend, transform and apply knowledge acquired from scholarship and or professional/industry practice, to teaching and appropriate related educational activities;
16. Develop and produce learning materials to disseminate the results of scholarly and or professional /industry activity;
17. Reflect on personal practice and the development of own teaching and learning skills;
18. Participate in appropriate staff development activities, such as induction and other training programmes and meetings as required;
19. Conduct individual or collaborative scholarly projects, or their professional/industry equivalent, as required;
20. Seek practical applications for research findings within the area(s) of the subject specialism or equivalent professional/industry developments, as required.

### ***Communication***

21. Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to successfully promote understanding;
22. Contribute to programme, departmental and School-wide discussions; which may have an impact on related programmes;
23. Collaborate with colleagues to exchange ideas, work collaboratively and to identify and respond to students' needs;
24. Contribute to the preparation and submission of proposals and applications to external bodies, e.g. for funding and accreditation purposes.

## **WORKING RELATIONSHIPS AND CONTACTS**

### ***People management and team-working***

25. Regular contact and liaison with students to teach and provide support;

26. Oversee certificate, undergraduate and postgraduate students (as appropriate);
27. Participate in and develop external networks such as other educational bodies, employers and professional bodies such as to secure student placements, contribute to student recruitment, market the College, facilitate outreach work, generate income, obtain consultancy projects, or to build relationships for future activities;
28. Collaborate with Research & Teaching colleagues on course development, curriculum changes and the development of scholarly activity;
29. Provide leadership to those working within programme area(s), as module or on occasion programme leader or equivalent e.g. by agreeing work plans or by organising the work of a team;
30. Act as a personal mentor, advising and supporting colleagues with less experience and providing support for their professional development;
31. Participate in the recruitment and selection of Teaching (& Scholarship) colleagues and contribute to their professional development and peer assessment;
32. Attend and contribute to subject group meetings, leading where appropriate;
33. Resolve problems affecting the quality of programme delivery and student progress within own areas of responsibility, referring more serious matters to others, as appropriate.

#### ***Student support & pastoral care***

34. Responsibility for the pastoral care of students within a specified area (which may include referred issues from junior colleagues), using listening, interpersonal and pastoral care skills to deal with sensitive issues;
35. Refer students as appropriate to more specialised professional services;
36. Act as personal tutor, giving first line support;
37. To act as a module tutor.

## **DIMENSIONS**

#### ***Problem solving and impact***

38. Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved;
39. Contribute to the design and delivery of modules or occasionally programmes and assessment methods;
40. Develop ideas for generating income and promoting the subject area;
41. Develop ideas and find ways to disseminate and apply the results of scholarship and or professional/industry developments;
42. Collaborate with colleagues on the implementation of assessment procedures;
43. Advise others on strategic issues such as student recruitment and marketing;

44. Contribute to the accreditation of courses and quality control processes;
45. Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities;
46. Respond to pedagogical and practical challenges.

#### **Resource management**

47. Co-ordinate with others (such as Professional & Support or Research & Teaching colleagues) to ensure student needs and expectations are met;
48. Manage projects relating to own area of work;
49. Responsibility for setting standards and monitoring progress against agreed criteria for own area of responsibility;
50. Involvement in departmental level strategic planning and contribution to the School's strategic planning processes;

#### **Working Environment**

51. Manage the competing priorities of teaching, scholarship, administration and other deadlines;
52. Conduct risk assessment and take responsibility for the health and safety of others, where appropriate, depending on the area of work and level of training received.

#### **GENERAL RESPONSIBILITIES**

- Adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- Responsibility 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 Protection Controller.
- Undertake other such other duties as may be reasonably expected.

## PERSON SPECIFICATION

**Job Title:** Associate Lecturer B

**Grade:** 8

| ATTRIBUTES                         | ESSENTIAL   | DESIRABLE  |
|------------------------------------|---|--|
| <b>Knowledge</b>                   | <ul style="list-style-type: none"> <li>▪ Breadth and depth of knowledge in own area(s) of specialism and in the application of this knowledge towards the development of innovative teaching and learning;</li> <li>▪ Considerable understanding of different teaching and learning methods, and in the application of this understanding for innovation and the achievement of excellence in teaching, learning and assessment.</li> </ul>   |  |
| <b>Technical/Work-based Skills</b> | <ul style="list-style-type: none"> <li>▪ Ability to take full responsibility for the design, delivery, co-ordination and assessment of modules and to contribute to the design and delivery of programmes;</li> <li>▪ Advanced skills/expertise in the development and selection of ways of delivering teaching;</li> <li>▪ Ability to communicate conceptual and complex ideas and information both in written and oral form, using a variety of media, to a diverse range of audiences;</li> <li>▪ High level of practical computing skills in relation to relevant programmes and systems, such as word-processing, spreadsheets, e-mail, internet use and virtual learning environments;</li> <li>▪ Excellent presentation skills and proven ability to employ a range of teaching or facilitation techniques and practices suited to the development of learning in different contexts.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Experience of the design of learning materials for on-line delivery or a willingness to undertake training.</li> </ul>                  |
| <b>General Skills/Attributes</b>   | <ul style="list-style-type: none"> <li>▪ Effective interpersonal skills and delivery techniques to interact with, engage and inspire students at different levels, colleagues and external guest lecturers;</li> <li>▪ Ability to lead and work as part of a team, animating colleagues, resolving conflicts and achieving the team's objectives;</li> <li>▪ Proven ability to deploy initiative and to work independently;</li> <li>▪ Ability to motivate colleagues, external guest lecturers, consultants and contractors;</li> <li>▪ Commitment to working with and encouraging diversity amongst students and within the curriculum;</li> <li>▪ Good time management skills and ability to deliver to tight deadlines.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Negotiation skills;</li> <li>▪ Good project management skills.</li> </ul>   |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>▪ Experience of teaching adult learners;</li> <li>▪ External recognition as a scholar or professional/industry expert;</li> <li>▪ Experience of collaborating on course, curriculum or learning development projects.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Wide experience of HE teaching;</li> <li>▪ Experience of the recruitment, mentoring and staff development of teaching staff.</li> </ul> |
| <b>Qualifications</b>              | <ul style="list-style-type: none"> <li>▪ At postgraduate degree level or possessing equivalent industry/professional level experience;</li> <li>▪ Teaching qualification or equivalent industry/professional experience.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ PhD</li> </ul>  |

## ROLE PROFILE

|                                    |  |
|------------------------------------|--|
| <b>JOB TITLE:</b>                  | Senior Associate Lecturer  |
| <b>STAFF GROUP &amp; CATAGORY:</b> | Teaching & Scholarship - Research & Teaching                                 |
| <b>SCHOOL:</b>                     | As per appointment   |
| <b>REPORTS TO:</b>                 | Assistant School Manager   |
| <b>SUPERVISES:</b>                 | Students as appropriate<br>Other Teaching & Scholarship staff as appropriate |
| <b>GRADE:</b>                      | 9  |

### PURPOSE OF THE JOB

Oversee the design and development of the curriculum, and deliver a range of programmes of teaching to Birkbeck students, in order to ensure teaching within the quality assurance framework of the College. Engage in scholarly or appropriate professional activity at a senior level, and to use this experience in the development and delivery of courses and programmes. Undertake significant departmental, school and College administrative or managerial activities.

### MAIN DUTIES

#### *Teaching and learning support*

1. Oversee the design and development of overall curricula within a designated subject area, and develop and deliver a range of programmes of study, including entirely new courses, and at various levels of award;
2. Oversee and monitor the application of the quality assurance framework within the College's guidelines, including the validation and re-validation of courses and student admission and assessment, for final sign-off by Academic colleagues;
3. Design and deliver courses that communicate exceptional and valuable insights and expertise, which may well be informed by work that the post-holder has undertaken/undertakes outside of the College, particularly if they have significant standing in another profession or elsewhere in academia;
4. Transfer knowledge including practical skills, methods and techniques;
5. Encourage 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, School and College;
6. Encourage critical thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking;
7. Supervise student projects, field trips, dissertations and placements;
8. Set, mark and assess work and examinations and provide feedback to students;

9. Ensure that teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs.

### **Scholarship**

10. Lead the development and implementation of teaching and learning strategy within own subject specialism/area and disseminate good practice across the College, as appropriate.
11. Co-ordinate scholarly or equivalent activity in the subject including determining relevant objectives, and preparing proposals, leading where appropriate;
12. Engage in collaborative partnerships with other educational institutions or other bodies, leading where appropriate;
13. Support bids for consultancy and other additional funds, leading where appropriate;
14. Seek practical applications for the research findings of others within the area(s) of the subject specialism or equivalent professional/industry developments.
15. Make presentations at conferences (internal or external) and similar events concerning the development of scholarship, or the dissemination of good practice within the subject area(s), subject to School funding and direction;
16. Act as a referee and contribute to peer assessment;
17. Update knowledge and understanding of own specialist fields;
18. Maintain a reputation for excellence in relevant scholarly or professional work;

### **Communication**

19. Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding;
20. Be involved in complex and important negotiations both within the College and with external bodies;
21. Prepare and submit proposals and applications to external bodies, e.g. for funding and accreditation purposes.

## **WORKING RELATIONSHIPS AND CONTACTS**

### **People management and team-working**

22. Chair committees and participate in College decision-making and governance, as required;
23. Develop internal and external networks to foster collaboration and share information and ideas, promoting both the subject and the College, leading where appropriate;
24. Promote and market the work of the department in the subject area;
25. Exercise leadership in a significant subject area and teaching and scholarship activities;
26. Participate in the recruitment and selection of Teaching (& Scholarship) colleagues, leading as required;



27. Act as a line manager, supervising the work of others, for example in teaching teams or projects and contribute to peer assessment and staff development, as required;
28. Appraise and guide junior colleagues on personal and career development plans;
29. Promote a collegiate approach and develop team spirit and team coherence;
30. Foster inter-disciplinary team working;
31. Develop and communicate a clear vision of the teaching unit's strategic direction.

### ***Student support & pastoral care***

32. Act to resolve direct and referred students' issues within own educational programmes;
33. Act as personal/module tutor, giving first line support;
34. Provide first line support for colleagues, referring them on as appropriate to other professional support services.

## **DIMENSIONS**

### ***Problem solving and impact***

35. Determine the final allocation of resources within own areas of responsibility;
36. Contribute to strategic decisions at College level regarding staff, student, and College-wide issues;
37. Lead within the subject area the development of new and creative approaches in responding to teaching and pedagogical challenges;
38. Initiate new and original solutions to problems, and resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations;
39. Provide advice and consultancy to external bodies, as required.
40. Contribute to the development of collaborative teaching and learning provision with other education/ training providers such as employers, community networks or other adult/FE/ HE providers.

### ***Resource management***

41. To take overall responsibility for the organisation and deployment of resources within own area(s) of responsibility, and actively contribute to the overall management of the department in areas such as budget management and business planning;
42. Contribute to College-wide planning and strategic development, and departmental-level strategic planning;
43. Plan and deliver scholarly, consultancy or similar programmes and ensure that resources are available;
44. Contribute to the management of quality, audit and other external assessments.

### ***Working Environment***

45. Manage the competing priorities of teaching, scholarship, knowledge transfer, administration and other deadlines;
46. Conduct risk assessment and take responsibility for the health and safety of others, where appropriate, 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.
- Responsibility 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 Protection Controller.
- Undertake other such other duties as may be reasonably expected

## PERSON SPECIFICATION

**Job Title:** Senior Associate Lecturer

**Grade:** 9

| ATTRIBUTES                         | ESSENTIAL  | DESIRABLE  |
|------------------------------------|--|--|
| <b>Knowledge</b>                   | <ul style="list-style-type: none"> <li>▪ Extensive breadth and depth of knowledge in own area(s) of specialism and in the application of this knowledge towards the development of innovative teaching and learning programmes;</li> <li>▪ Highly developed understanding of different teaching and learning methods, and in the application of this understanding for innovation and the achievement of excellence in teaching, learning and assessment.</li> </ul>   |  |
| <b>Technical/Work-based Skills</b> | <ul style="list-style-type: none"> <li>▪ Ability to take full responsibility for the design, delivery, co-ordination and assessment of teaching programmes;</li> <li>▪ Advanced skills/expertise in the development and selection of ways of delivering teaching;</li> <li>▪ Ability to communicate conceptual and complex ideas and information both in written and oral form, using a variety of media, to a diverse range of audiences;</li> <li>▪ High level of practical computing skills in relation to relevant programmes and systems, such as word-processing, spreadsheets, e-mail, internet use and virtual learning environments;</li> <li>▪ Excellent presentation skills and proven ability to employ a range of teaching or facilitation techniques and practices suited to the development of learning in different contexts.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Experience and skill in strategic planning;</li> <li>▪ Experience of the design of learning materials for on-line delivery or a willingness to undertake training.</li> </ul> |
| <b>General Skills/Attributes</b>   | <ul style="list-style-type: none"> <li>▪ Highly effective interpersonal skills and delivery techniques to interact with, engage and inspire students at different levels, colleagues and external guest lecturers;</li> <li>▪ Ability to lead and work as part of team, animating colleagues, resolving conflicts and achieving team objectives;</li> <li>▪ Proven ability to deploy initiative and to work independently;</li> <li>▪ Ability to motivate colleagues, external guest lecturers, consultants and contractors;</li> <li>▪ Commitment to working with and encouraging diversity amongst students, colleagues and within the curriculum;</li> <li>▪ Excellent time management skills and the ability to deliver to tight deadlines;</li> <li>▪ Good project management skills;</li> <li>▪ Ability to contribute to institutional planning and to the development of the College's teaching and learning strategy.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Negotiation skills.</li> </ul>  |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>▪ Extensive experience of teaching within HE and/or with adult learners;</li> </ul> And/or  | <ul style="list-style-type: none"> <li>▪ Experience of programme directorship ;</li> </ul>   |

|                       |   |   |
|-----------------------|---|---|
|                       | <ul style="list-style-type: none"> <li>▪ External recognition as a scholar or professional/industry expert;</li> <li>▪ Experience of collaborating on course, curriculum or learning development projects;</li> <li>▪ Expertise in the recruitment, mentoring and staff development of teaching staff.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Experience of teaching adult learners;</li> <li>▪ A record of successful applications for external funding.</li> </ul> |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>▪ Educated to postgraduate degree level or possessing equivalent industry/professional experience or qualification;</li> <li>▪ Teaching qualification or equivalent relevant industry/professional experience.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ PhD</li> </ul>   |