

JOB DESCRIPTION

Lecturer in XXXX

School of XXXXXXXXXXXXXXXXXXXX

Details					
Job Title:	Lecturer in XXXX				
School:					
Job Reports To:	Head of School				
Location:	Luton or Bedford (TBC) (with travel to other campuses as required)				
Post Number:	BEDS				
Pay Point:	Grade 7	£	to	£	
Context					
To contribute to the design, delivery, quality assurance, administrative activity and on-going development of a range of taught programmes within the School's portfolio, and to support the success of the School's over-arching business plan. To ensure that students have a high quality experience which can be evidenced through achievement and surveys.					
Key Elements (please tick as appropriate)					
1.	This post has MANAGEMENT RESPONSIBILITY	YES		NO	X
2.	This job requires SAFEGUARDING	YES		NO	X
3.	This is a KEY POST (i.e. must have nominated deputy)	YES		NO	X
Principal Accountabilities					
Lecturers are expected to engage actively with the teaching, research, enterprise and employer engagement work of the School. They will carry out a range of duties from those listed below. The specific duties will be specified by the Head of School/other line manager and appropriate support and guidance mechanisms will be identified. Principal responsibilities: 1. Agree and manage own teaching, research, knowledge exchange and academic management / administration responsibilities, with guidance if required. 2. Teach in ways that respond to learner needs and engage learners in the progressive development of knowledge, skills and wider graduate competencies in the context of university strategies and policies. 3. Collaborate and share responsibility and decision-making with colleagues in teaching teams. 4. Take responsibility for a unit or units with the assistance of a mentor where required. In some circumstances, a lecturer may also take on duties as a course leader whilst it is not the primary focus of a lecturer. 5. Take individual responsibility for setting learning objectives, developing teaching resources and materials which support effective learning in line with university guidelines and course requirements.					

6. Produce assessment and other related materials on time and to agreed specifications.
7. Assess the work and progress of students against approved criteria and provide constructive and developmental feedback.
8. Identify the learning needs of students and respond appropriately through one to one support or directing students to further support and guidance.
9. Act as a personal tutor to a range of students.
10. Supervise the work of undergraduate, postgraduate and/or research students.
11. Use appropriate technologies to deal with routine and complex information and share information and ideas in accomplishing tasks in teaching, research, and internal and external networking.
12. Develop and implement individual objectives agreed with line manager, in the areas of research, the development and delivery of Continuous Professional Development (CPD), and other areas of external engagement appropriate to individual knowledge, expertise and experience.
13. Supervise the independent work of students at undergraduate and postgraduate level where relevant.
14. Share information and ideas including the outputs of agreed activity in the areas of research, teaching and external engagement, within internal and external networks relevant to each area.
15. Prepare proposals and applications (e.g. for research funding) to external bodies with the guidance and assistance of experienced colleagues.
16. Continually update knowledge and understanding at the forefront of their discipline and, if appropriate, the relevant area of professional practice, to inform teaching and wider activities.
17. Collaborate with colleagues and external stakeholders on course development, curriculum activities, and on the development of research activity.
18. Inter-campus, national and overseas travel and working may be required.
19. A commitment to demonstrating the Leadership Qualities within our [Leadership Framework](#)

Person Specification - Lecturer

	Essential Criteria	Desirable Criteria	Evidence (Indicate where evidence will be assessed from)
Qualifications	- A good honours degree in the cognate area. - Master's degree and/or professional qualification. - Doctorate in relevant subject, or equivalent professional experience/and/or standing. - Relevant subject PSRB requirements	- An appropriate professional qualification - Teaching Qualification - HEA Fellowship	<i>Application Form</i>
Knowledge	- Advanced knowledge of the cognate areas relating to the subject and application to practice. - Knowledge of current debates and developments in relation to the subject and its relationship with practice.	- In-depth knowledge and understanding of the wider subject discipline. - Knowledge of curriculum development and quality assurance processes.	<i>Application Form</i> <i>Interview</i>
Experience	- Experience of teaching in the effective presentation of new concepts and ideas to groups of various sizes in an education setting. - Experience in presenting to large and small groups. - Engagement in research, consultancy or high level practice.	- Experience of teaching in a HEI. - Experience in designing and developing on-line learning. - Module and/or course development in this area. - Research and publication. - Grant and other income generation.	<i>Application Form</i> <i>Interview</i>
Skills/abilities/competencies	- Student-centred teaching skills and ability. - Research skills and ability. - Good communication and presentation skills. - Highly organised and flexible approach to work so as able to work under pressure to meet deadlines. - Ability to work independently within institutional guidelines. - Ability to work as part of a team. - Evidence of ability and commitment to high standards of teaching and learning. - Excellent reasoning, analytical and problem solving skills. - Excellent interpersonal skills. - Demonstrates behaviours aligned with our Leadership Qualities as expressed in our Leadership Framework	Ability to approach learning and teaching in a creative and innovative way.	<i>Application Form</i> <i>Interview</i>

Personal Attributes	• Enthusiasm, commitment and integrity. • Flexibility of working style and pattern. • Willingness and able to travel between campuses. • Respect for all people and cultures.	• Willingness to broaden areas of expertise.	• <i>Application Form</i> • <i>Interview</i>
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Equality Statement		
The University of Bedfordshire is fully committed to the principles of equality in all its actions. Members of the University's community are expected to respect and value individuality, differences and diversity; and work with others in an inclusive and consultative manner. A commitment to equality of opportunity for all individuals irrespective of their age, belief, disability, gender, race, religion or sexual orientation is at the core of what we do and members of the community must actively promote a positive non-discriminatory work and learning environment for fellow staff and students. Employees should demonstrate an understanding of the University's commitments to equality and diversity as an integral part of the university's core values and be able to identify and challenge discrimination, harassment, prejudice and inappropriate behaviour.		
Health & Safety Statement		
All employees are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety (H & S) at Work Policy. They should take reasonable care for their own H & S and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.		
Environmental Statement		
Employees must make proper use of any equipment and systems of work provided and take all reasonable steps to ensure that control measures are properly used. Employees must work with their Line Managers to ensure that an inventory is retained of all hazardous substances in the office that could be released into the environment. Employees are expected to identify operations that use significant amounts of energy, with a view to reducing consumption. This includes identifying operations that use resources, such as paper, and review the need for the current level of consumption, identifying savings where possible. Employees are expected to identify waste streams with a view to recycling and reuse, minimising office energy use in heating and lighting.		
Briefing		
Note: the content of this Job Description does not preclude other work required by the faculty department. Details of accountabilities will be discussed at annual reviews.		
Date Job Description issued to, discussed with and understood by Post Holder -----		
Name of Post Holder: ----- Signature: ----- (I confirm I have been briefed on the requirements of this Job Description and other related documents)		
Name of immediate Line manager: ----- Signature: ----- (I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)		
Nominated Deputies (if applicable)		
As a KEY POST at least one nominated deputy must be identified. The Job Holder must confirm that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description.		
Name of Nominated Deputy: ----- Signature: ----- Date: ----- (As the Nominated Deputy for this post, I confirm I have been briefed on the requirements of this Job) <i>If there are more nominated deputies, they should sign further copies of this Job Description.</i>		
Amended by:	Dated:	Version: