

JOB DESCRIPTION
Senior Lecturer in XXXXX
School of XXXXX

Details				
Job Title:	Senior Lecturer in XXX			
School:	School of XXXXXX			
Job Reports To:	Head of School or delegated line manager			
Location:	Luton or Bedford (TBC) (with travel to other campuses as required)			
Post Number:	BEDS			
Pay Point:	Grade 8	£	to	£

Context

The senior lecturer post is involved in three core activities as listed in the principal accountabilities:

1. To plan, design and deliver educational programmes.
2. To undertake a range of academic management duties associated with the delivery of a high quality education and the student experience.
3. To actively engage in subject, professional and/or pedagogy research and scholarship

In addition, Senior Lecturers contribute to the on-going development of a range of taught programmes within the School's portfolio, engage in professional development activities to enhance teaching and learning practices, and support the success of the School's over-arching business plan. A key part of the Senior Lecturer post in addition to teaching, is to act as a Course Leader, where required, or carry out other leadership roles within the School/Faculty as needed.

Senior Lecturers are expected to work under their own initiative, within institutional guidelines, seeking guidance where necessary.

Inter-campus, national and overseas travel and working may be required.

Key Elements (please tick as appropriate)

1	This post has MANAGEMENT RESPONSIBILITY	YES		NO	X	
2	This post requires an ENHANCED DBS CHECK (check box as appropriate)	YES		NO		
3	This is a KEY POST (i.e. must have nominated deputy)	YES		NO	X	

Principal Accountabilities

Senior Lecturers are expected to undertake the following duties:

1. Agree and manage own teaching, research, knowledge exchange and all aspects of academic management / administration responsibilities.
2. In addition to Unit Coordinator duties, assume role as Course Leader or other leadership role in the School/Faculty at Grade 8 level as required by the Head of School/or delegated line manager.
3. Act as a Personal Tutor and be responsible for the pastoral care and progress-monitoring of a diverse range of students within a specified area.
4. Supervise the work of undergraduate, postgraduate and/or research students.
5. Co-ordinate and supervise student activities such as visits, field trips, placements and/or practice learning etc.
6. Lead on the design of courses, and their quality assurance and enhancement in the context of university and external body requirements, including PSRBs where appropriate.
7. Conduct, support, mentor and collaborate with colleagues in the school in teaching, research and knowledge exchange activities within an area of specific expertise, identifying and applying for funding, developing objectives and contributing to all aspects of the research process and dissemination of outcomes.
8. Participate in and develop external networks to obtain consultancy and other income-generating activities and build productive relationships to promote the University and its sustainable development.
9. To work effectively as a team member, contributing to the development of the University through committees, working groups, initiatives and projects.
10. Coordinate academic events and contribute to pre-entry and admissions activities, including Open Days and marketing campaigns.
11. To contribute to school recruitment plans to support student recruitment and marketing.
12. Maintain knowledge and understanding at the forefront of the academic discipline and engage with ongoing continuing professional development (internal and/external) as relevant to the role holder's teaching and learning responsibilities.

13. Participate in teaching, research and/or staff development activities with international partner institutions, as required.
14. Lead collaborations with colleagues and external stakeholders on course development, curriculum activities, and on the development of research activity.
15. To work at all times within University strategies, policies and procedures.
16. To develop and demonstrate leadership according to the University's corporate Leadership Framework and other relevant sector frameworks such as the Advance HE Framework for Leadership in Higher Education.
17. To undertake any other duties as might be reasonably requested by the University.

Person Specification – Senior Lecturer

	Essential Criteria	Desirable Criteria	Evidence (Indicate where evidence will be assessed from)
Qualifications	• A good honours degree. • Master's degree and/or professional qualification in the cognate area. • Doctorate in XXX or equivalent professional experience/and/or standing. • <u>Relevant Professional, Statutory and Regulatory Body requirements (delete if not essential)</u>	• Postgraduate Certificate in Higher Education or equivalent, such as Advance Higher Education fellowship • Other relevant professional qualification • <u>Relevant Professional, Statutory and Regulatory Body requirements (delete if included under Essential)</u> •	• <i>Application Form</i> • <i>Interview</i>
Knowledge	• Comprehensive knowledge of XXX including current debates and developments in theory and practice. • Knowledge in teaching, learning and assessment practice for diverse cohorts of learners. • Relevant knowledge of contemporary and global issues affecting the current practice in XXX. • Firm understanding of curriculum development and quality assurance processes in higher education. • Knowledge of research-informed teaching. • Knowledge of research agendas and Research Excellence Framework (REF) in areas of expertise. • <u>Good knowledge or experience of embedding Equality, Diversity and Inclusion within</u>	• Relevant research and publication record in XXX. • Broad understanding of the Higher Education sector regulatory and policy landscape. • Relevant knowledge of the apprenticeship's agenda.	• <i>Application Form</i> • <i>Interview</i>

	<u>curriculum development, learning design, and teaching methodologies to ensure inclusive student outcomes</u> •		
Experience	• Experience of student-centred teaching within the area of the XXX to at least postgraduate level. • Experience of project supervision at undergraduate and postgraduate level in XXX. • Curriculum development experience. • Experience of personal academic tutoring. • Collaborative development and successful delivery of projects and/or funding bids. • Demonstrable experience of research-informed teaching.	• Teaching in international locations and working with international partner organisations. • Post Graduate Research supervision. • Significant record of research and/or income generation in the subject area. • Experience of knowledge transfer projects. • Experience in designing and developing on-line learning. • Recent and relevant industry/sector experience.	• <i>Application Form</i> • <i>Interview</i>
Skills / abilities / competencies	• Student-centred teaching skills and ability in XXX. • Research skills and ability. • Good interpersonal skills. • Highly organised so as able to meet deadlines. • Ability to work independently within institutional guidelines. • Evidence of ability and commitment to high standards of teaching and learning. • Ability to role model and apply the University of Bedfordshire Leadership Framework Qualities in everyday decisions, planning and behaviours.	• Ability to effectively network within the academic, professional, and business communities. • Fostering a team working culture. • Ability to mentor new staff. • Managing projects. • Ability to solve complex problems.	• <i>Application Form</i> • <i>Interview</i>
Personal Attributes	• An active approach to planning and undertaking personal and professional development. • Flexibility of working style and pattern.	• Willingness to broaden areas of expertise and knowledge.	• <i>Application Form</i> • <i>Interview</i>

	• Champion fairness and inclusion through appreciation of diverse perspectives and cultures		
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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)
If there are more nominated deputies, they should sign further copies of this Job Description.

Amended by:

Dated:

Version: