

## **CU Health and Care Limited**

### **JOB DESCRIPTION & PERSON SPECIFICATION**

#### **1. JOB INFORMATION**

**Post Title:** Lecturer (Teaching)  
**Band:** Manager Band 2  
**Salary:** Competitive starting salary range from £39,324 up to £44,710 per annum (dependent upon experience) with the potential to progress. A discretionary range for candidates with exceptional experience can be discussed/considered  
**Mode:** Full Time, Fixed Term Contract until June 28  
**Ref No:** 3818

#### **2. JOB DESCRIPTION**

##### **.1 Purpose**

The Coventry University Group offers a leading approach to teaching and learning in higher education. It offers a range of vocationally relevant higher education courses as well as a portfolio of professional qualifications delivered both face-to-face and on-line. We aim to deliver student education which is active, social, applied and inclusive.

Lecturers (Teaching) at the university will undertake teaching, and course co-ordination supporting the development and delivery of undergraduate, postgraduate and professional programs and other core activities, and ensure that students have an effective learning experience.

Lecturers (Teaching) will be joining a vibrant and varied education environment as subject specialists focused on teaching delivery to support the student experience and other academic activities across the Group.

##### **.2 Main Duties and Responsibilities**

1. Teaching on modules and courses at HE levels 4-7 in relevant academic subject areas including curation, adaptation and creation of module teaching materials, delivering a variety of types of student learning sessions and supporting students as appropriate through informal and formal communication throughout teaching semesters.
2. Engaging appropriately in professional development and active membership of professional bodies to keep abreast of developments in relevant subject areas and to undertake professional development in support of teaching and subject knowledge and other core activities to ensure 'authority to teach'. This will include participation in subject development and self directed learning including attendance at conferences or workshops (c. 4-6 days pa) and mandatory pedagogic CPD (c.4-6 days pa).
3. Engaging in the design, creation, moderation and quality assurance of appropriate module assessment.
4. Assessment, marking; including coordination of marking teams for large modules, submission and upload of student marks within stipulated turn round periods and presentation at appropriate meetings and committees as required. To uphold high standards of academic integrity in all aspects of teaching, learning and assessment and to support students in this objective.
5. The preparation and dissemination of both generic and specific formative and summative student feedback.

6. Liaison and coordination with academic support services to ensure appropriate support for students and liaison with student success coaches.
7. Working with other academic colleagues to enrich the student learning and teaching experience to ensure, as appropriate, relevant aspects of research, enterprise and professional context are embedded in modules and courses.
8. To act as module leader where required and as appropriate, including development of required supporting material. To take on specific course management roles as agreed with School management and course directors.
9. Demonstrating best practice in teaching, learning and assessment consistent with our reputation and track record as a high-quality provider of teaching and learning. Supporting, enhancing and engaging in an 'active learning' pedagogy.
10. Ensuring that students have an effective learning experience by providing high quality academic guidance and advice and by enhancing their retention/progression and employability.
11. Contributing to quality monitoring, enhancement, and the continuous improvement of the curriculum, teaching and quality of provision.
12. Working effectively as a team member, contributing to committees and working groups.
13. Demonstrating high standards of engagement and best practice with our social learning platform including student communications, assurance of timely and accurate information and high standard teaching material. To use Aula and other forms of communication to facilitate excellent academic working relationships with students and cohorts of students to foster student academic cohesion and a sense of academic community and belonging.
14. Ensuring compliance with the Data Protection Act (2018) and the Freedom of Information Act (2001) and all other rules and regulations that govern the work of the university group.

**AND** such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

### **.3 Supervision Received**

Course Director  
 Assistant Professor (Teaching)  
 Associate Professors  
 Associates Heads and Deputy  
 Directors Academic Director

### **.4 Supervision Given**

Assistant Lecturers (Teaching) where applicable

### **.5 Contacts**

Academic and Professional Services staff  
 University and University Group Staff  
 Students  
 Student Success Coaches

### 3. PERSON SPECIFICATION

This is an exciting role in a dynamic organization. You will bring a considerable track record of achievement along with enthusiasm to work as part of a team to secure the success of the University.

| ATTRIBUTES                              | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                   | ADVANTAGEOUS                                                               |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Education/<br/>Qualifications</b>    | <p>Master's degree in an appropriate subject</p> <p>OR (if from a professional practice background) a good Honours Degree and appropriate professional qualification and/or membership.</p> <p>A teaching qualification or acceptance of the requirement to acquire one if not already held.</p>                                                                            | <p>PhD</p> <p>Active membership of an appropriate professional body.</p>   |
| <b>Teaching Experience</b>              | <p>Evidence of supporting student success.</p> <p>Experience of successful teaching at HE level for levels 4-7 in the relevant subject area.</p>                                                                                                                                                                                                                            | <p>Experience of producing teaching/learning materials to use on-line.</p> |
| <b>Job-related<br/>skills/Aptitudes</b> | <p>Ability to generate and follow through innovative ideas.</p> <p>Good digital fluency.</p> <p>Very good standard of oral and written communication.</p> <p>Ability to meet targets and deadlines.</p> <p>Good organizational skills.</p> <p>Professional experience in the Field.</p> <p>Experience and awareness of learners' cultural differences and expectations.</p> | <p>Experience of successful professional networking.</p>                   |
| <b>Interpersonal Skills</b>             | <p>Ability to work both as part of a team and independently.</p> <p>Ability to deal effectively and to communicate with people at a range of levels in an organization and people from diverse backgrounds.</p> <p>Enthusiastic and self-motivated.</p> <p>Good time management skills.</p>                                                                                 |                                                                            |
| <b>Other Requirements</b>               | <p>Willingness to engage in flexible working.</p>                                                                                                                                                                                                                                                                                                                           |                                                                            |

**Other Responsibilities**

1. Carry out all duties in accordance with the Coventry Equal Opportunities Policy and other policies designed to protect members of staff or students from harassment. The individual should also counteract such practice or behavior by challenging or reporting it.
2. Take all reasonable care of the health and safety of yourself, other people and resources whilst at work to comply with the Health and Safety Policy, Codes of Practice and local rules and regulations.

**Review Clause**

3. It is Coventry's practice periodically to review job descriptions and person specifications and update them to ensure they accurately reflect the current requirements of the job. This process will be completed by the manager in consultation with the individual whose job description is being reviewed.