

JOB DESCRIPTION

Vacancy Reference:	51783
Job Title:	Hourly Paid Lecturer in Computing
Institute / Department:	Institute of Inner-City Learning: London Campus
Grade / Salary:	Grade 7/ £43.75 per hour plus a holiday entitlement of 18.03%
Hours / FTE:	Hourly Paid
Contract type:	Fixed Term for 2 years in the first instance
Location:	Based at the London campus, but should be able and prepared to work from home, and other locations as necessary
Reporting to:	Academic Director

BACKGROUND

The Institute of Inner-City Learning (IICL) is one of the University of Wales Trinity Saint David's four Institutes with campuses in Birmingham and London.

The IICL has multiple intakes per annum, delivers continuous learning, teaching and recruitment cycles and operates in an intensely competitive inner-city and multicultural HE environment. The Institute currently has non-residential students on Certificates of Higher Education, Honours degrees, Masters and Doctoral programmes, some of which are also taught at weekends.

MAIN PURPOSE OF JOB

The post holder will be required to devise a range of teaching and assessment materials, covering several modules and subject areas and may lead on modules and programmes. They may be required to lead on modules and devise a range of teaching and assessment materials.

The post holder will deliver teaching in a variety of different learning environments and use a variety of teaching styles and approaches, including all levels of undergraduate study and, where appropriate, postgraduate study. The post holder will offer both academic and pastoral feedback and support to students to the highest professional standards and with regard to the ongoing enhancement of the student experience.

The post holder will undertake scholarship, research, training or project work, either individually or within a team, to ensure ongoing professional development and to enhance the profile of the Academic Discipline, Institute and University. The post holder will make a positive contribution to the day-to-day activities of the Academic Discipline that may cover areas such as dissertation supervision, student recruitment, marketing activities, research seminars and workshops, staff training and professional development.

The post holder will develop administrative activities and make a positive contribution to the day-to-day activities of the Campus and support Programme Managers, Academic Directors and Dean on academic and professional management of the Campus.

MAIN DUTIES

- Deliver teaching, learning and assessments, as well as provide support to students at undergraduate and/or postgraduate level of study, either individually or as a member of a teaching team.

- Deliver teaching and learning strategies in a variety of contexts, such as, online or blended learning teaching and learning, seminar and small group tutorials to large-group lectures, workshops and/or placements, using appropriate and engaging teaching and learning styles, within an established programme of study.
- Be involved in the design and development of high-quality teaching and learning material, sharing information/material on the University's VLE, develop strategies for formative and summative assessments, and develop assessment criteria, following the relevant quality assurance requirements.
- Supervise the work of students in a timely, professional and supportive manner, providing necessary advice on study skills, research methods, assessment and dissertation work.
- Offer appropriate advice, feedback, support, and encouragement to students, in both an academic and personal tutor role, to ensure a high-quality student experience.
- Undertake relevant scholarly activity, either as part of a collaborative project or individually, as a means of updating knowledge in an appropriate specialism and underpinning effective learning and teaching, or for seeking publication, knowledge transfer, public dissemination, or for funding and grant opportunities.
- Undertake relevant administrative tasks to ensure the effective operation and management of the curriculum and, at the request of a line manager, undertake a small cross-programme or School administrative role such as student admissions, involvement in marketing and open day initiatives.
- Engage in continuing professional development and enhancement through, for example, gaining membership of the Advance HE, through relevant University staff development or through membership of a relevant professional body.
- Be an active and enthusiastic member of the Institute, working collaboratively with colleagues, participating in school boards and staff-student committees, attending, where appropriate, Faculty working groups and committees, and making a positive contribution to the Institute's overall culture and environment.

GENERAL DUTIES

- Fulfill all relevant Health and Safety responsibilities
- Adhere to all relevant University policies and procedures
- Adapt to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development
- Support and promote the University's sustainability commitment and carry out duties in an ethical and responsible manner
- Operate within the University's agreed Welsh Language Standards

NB This Job Description currently applies but duties may be allocated from time to time, which are appropriate to the grade and post and which are not of a substantial ongoing nature to affect the grading of the post.

PERSON SPECIFICATION

The Person Specification focuses on the qualifications, experience, knowledge, skills and competencies required to undertake the role effectively. **You will need to evidence how you meet these requirements in your application, providing explicit examples.**

	Essential	Desirable
Qualifications	1) A postgraduate qualification in Computing or a relevant discipline	8) A PhD/DBA in a relevant discipline 9) Membership of a relevant professional body or teaching qualification
Experience, Knowledge, Skills and Competencies	2) Experience in teaching, delivery, assessment and student support at undergraduate and postgraduate level in relevant subject area 3) Experience in the design and development of module content 4) Evidence of good organisational and personal management skills 5) Evidence of excellent interpersonal and communication skills with the ability to work collaboratively 6) IT proficiency and experience of using e-resources 7) Evidence of the ability to balance competing pressures of teaching, scholarship, research, administrative demands and deadlines	10) Experience of supervising postgraduate and research students 11) Experience of leading modules/programmes