Birkbeck
UNIVERSITY OF LONDON

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Job title:
Associate Lecturer in Curating and Collections Management

Faculty:
FHSS

School:
Historical Studies

Reports to:
Teaching and Collaborations Manager

Responsible for:
Students, as appropriate

Grade: 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

- 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;
- Supervise the work of students including projects, field trips and where appropriate, dissertations and/or placements;
- 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;
- Encourage critical thinking, foster debate, and develop the ability of students to engage in critical discourse and rational thinking;
- Develop teaching materials, methods and approaches that ensure that content, methods of delivery and learning materials meet defined learning objectives;
- Use a range of delivery techniques to inspire and engage students;

- Ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to student needs;
- Identify students' learning needs and define appropriate learning objectives;
- Work to ensure and facilitate student participation in assessment and completion of modules;
- Set, mark, and assess work and examinations, as required, and provide feedback to students;
- 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;
- Contribute to the content of handbooks, websites, brochures and other marketing/publicity material and activities;
- Identify areas where current provision may be in need of revision or improvement and make proposals for updates to content and materials.
- Contribute to the development, planning and design of new programmes of study, as appropriate.

Scholarship

- Reflect on practice and the development of own teaching and learning skills;
- 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;
- Develop the skills of applying appropriate approaches to teaching;
- Engage in the scholarship and or professional development necessary to ensure up-to-date knowledge of the subject area(s);
- Develop learning materials to disseminate the results of scholarly activity/ professional development;
- Participate in appropriate staff development activities, such as induction and other training programmes and meetings as required.

Communication

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

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of this post.

WORKING RELATIONSHIPS AND CONTACTS

People management and team-working

- Regular contact and liaison with students to teach and provide support;
- 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;
- Collaborate with colleagues to identify and respond to students' needs;
- Collaborate with Research & Teaching colleagues on course development, curriculum changes and the development of scholarly activities;
- Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration;
- Oversee certificate, undergraduate and postgraduate students;
- Attend and contribute to subject group meetings;
- Join or participate in professional bodies as appropriate.

Student support & pastoral care

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

DIMENSIONS

Problem solving and impact

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

Resource management

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

Working environment

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

GENERAL RESPONSIBILITIES
(These are universal to all Birkbeck roles)

- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible 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.
- To work in accordance with Birkbeck's data protection policies, and relevant current data protection legislation.
- To undertake such other duties as may be reasonably expected.

PERSON SPECIFICATION

In addition to the essential criteria included in the job advert, candidates will be able to demonstrate the following:	**Essential/ desirable**
KNOWLEDGE	
Breadth or depth of specialist knowledge as stated in the advert.	*Essential*
Understanding of the particular needs of part-time learners and adult learners.	*Essential*
TECHNICAL AND/OR WORK-BASED SKILLS	
Effective presentation skills and ability to lecture and lead other taught sessions clearly and effectively.	*Essential*
Effective oral and written communication skills, to convey both simple and more complex information and academic concepts.	*Essential*
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.	*Essential*
Skills in scholarship or comparable professional/industry activity relevant to the subject area.	*Essential*
Experience of the design of learning materials for on-line delivery.	*Essential*
GENERAL SKILLS AND ATTRIBUTES	
Ability to appreciate and react to the needs of individual students and their circumstances.	*Essential*
Ability to relate well to students, particularly adult learners.	*Essential*
Commitment to working with diversity.	*Essential*
Organisation and administration skills.	*Essential*
Ability to engage the interest and enthusiasm of students and inspire them to learn.	*Essential*
EXPERIENCE	
Formal teaching experience.	*Essential*
Professional/industry experience as appropriate to the subject discipline.	*Essential*
Teaching experience within a HE environment or with adult learners.	*Essential*
Scholarly experience at postgraduate level.	*Desirable*
QUALIFICATIONS	

Undergraduate degree or equivalent.	*Essential*
As a minimum at the corresponding level of award as required to teach (or equivalent professional/industry level experience).	*Essential*
Postgraduate degree.	*Desirable*
Studying towards a PhD.	*Desirable*
Appropriate professional qualification.	*Desirable*
Teaching qualification.	*Desirable*

FURTHER INFORMATION

Salary:
Payment is based on an hourly rate depending on length of continuous service with the College (starting rate £71.07) per hour inclusive of pro-rata London Allowance and holiday pay) for contact hours worked. This hourly rate is based on the starting point of Grade 7 and is inclusive of a 'Duties Related to Teaching Multiplier' at 2.5, which covers preparation, teaching, administration, assessment marking and other examining duties in connection with the course. Payment is made in monthly instalments over the length of the module/s worked, but please note that some of the included duties will occur outside of the payment period e.g. coursework marking.

Probation period: 18 months – as such, the appointment will be probationary throughout.

Duration of post: Fixed term.

HOW TO APPLY

Closing date for applications:
11.59 PM on 9 November 2026

Interview arrangements:
The selection process will involve:

- A panel interview on 19 November 2026

To apply for this position please go to our online recruitment portal.

Please ensure your application includes full details of your employment history, education and qualifications, and recent development. For some roles, this will be collected in the application form, for others you will be asked to include this in a professional CV which can be uploaded.

ASYLUM AND IMMIGRATION

This post is not eligible for sponsorship. Successful applicants will need to demonstrate their right to work in the UK via another means.

HELP & ASSISTANCE

If you are having difficulties accessing the recruitment portal, please email jobs@bbk.ac.uk

OUR COMMITMENT TO EQUALITY AND DIVERSITY

The College is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed respected and treated in a fair, consistent and non-discriminatory manner. The College is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the 'positive about disability' Disability Confident scheme and will interview all candidates who both declare a disability within the meaning of the Equality Act 2010 and meet the minimum essential criteria for the post, subject to any limits on the overall number of interviews.

Birkbeck is a member of Advance HE, holds an institutional Bronze level Athena SWAN award, is a Mindful Employers Charter signatory and subscribes to Stonewall's Diversity Champions.