Job Description

Job Title:	Lecturer
Academic Grade:	Lecturer
Reporting to:	Academic Manager or equivalent (depending on location / school)
Direct Reports:	None

Job purpose:
To design, develop and deliver learning and teaching across a range of modules. Lecturers will ensure the efficient and effective delivery of teaching programmes according to the University's strategy, policy and procedures, contributing to activities that influence leading-edge practice, and undertake evidence-based applied practice activities.

Specific Responsibilities/Main tasks

1. Fulfil the contribution domains for the academic grade.

2. Deliver high quality teaching and support for learning, including communication with other academics for the continuous improvement of teaching and student support.

3. Use appropriate learning, teaching, support and assessment methods

4. Identify the need for developing the content, structure, assessment within modules with colleagues and make proposals on how this should be achieved.

5. Contribute to effective design and review of inclusive learning. Maintain quality standards and regulations in curricular design.

6. Contribute to projects relating to own area of work, and collaborative/shared activities. Decide and allocate resources to provide a cost-effective curriculum, as appropriate.

7. Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills.

8. Assess the work and progress of students, including preparing and marking formative and summative assessments. Provide them with constructive feedback and feedforward.

9. Identify and respond to the needs of individual students and their circumstances.

10. Act as a module tutor, academic coach and sign-post students on pastoral aspects during their learning journey. Refer students as appropriate to services providing further support.

11. Fulfil ULaw's attendance monitoring policies via university systems, protocols and best practice.

12. Tackle issues affecting the quality of delivery within scope of own level of responsibility, refer more complex problems to others.

13. Supervise student projects and the academic elements of work-based learning, and, where appropriate, placements.

14. Align behaviours to the values and strategic objectives of the University

15. Fulfil administrative duties in areas relating to admissions, timetabling, examinations, and assessment of progress and student attendance.

16. To participate in Business Development, student recruitment and student social and/or pastoral activities as required, which may take place outside of core hours.

In addition to the responsibilities listed above, the job holder may be required to perform other duties as assigned by members of management from time to time.

The job holder has a duty to take reasonable care for the health and safety of themselves and of other persons with whom they come into contact at work. The job holder also has a duty to co-operate with the University in complying with any statutory duty or requirement concerning health and safety at work. In particular, they must familiarise themselves with the Health and Safety Policy and its safety and fire procedures.

This job description is to be read in conjunction with the Academic Career Framework and contribution domains for the relevant academic grade.

This job description is correct at September 2023. It may vary in consultation with the post holder to reflect changes within the marketplace, and the University.

Person Specification

Job Title: Lecturer
Academic Grade: Lecturer

1. TRAINING & EDUCATION

Essential	Desirable
• Undergraduate degree or equivalent in a relevant subject • Fellowship of Advance HE (HEA) or equivalent or willingness to work towards*. • Relevant teaching qualification or willingness to work towards PGCHE*. **Please note that if you do not currently hold this, it is a requirement of the University that you will enrol into the programme (delivered and financially supported by the University), usually within 12 months of passing probation. Successful completion/ qualification is essential to this role.*	• Digital capabilities

2. EXPERIENCE

Essential	Desirable
• Sufficient breadth and depth of professional experience in the relevant discipline to develop teaching programmes and learning support.	• Course administration experience • Experience of higher education function • Ability to use a range of delivery approaches to enthuse and engage students in their learning. • Experience in using digital platforms – VLE, Mobile devices, etc • Evidence of excellent teaching identified by peer review.

3. SKILLS & KNOWLEDGE

Essential	Desirable

• Excellence in the following:-
  • oral and written communication skills
  • planning and prioritisation
  • presentation skills
  • teamwork
 	
• Able to communicate complex and conceptual ideas/information to a range of groups.
 	
• Able to participate in and develop external networks.	

• Sufficient breadth or depth of specialist knowledge in the relevant discipline.	

4. BEHAVIOURAL SKILLS

Essential	Desirable
Analytical problem solver Excellent interpersonal skills Professional, credible, commands respect Organised with excellent prioritisation skills Effective communicator Time Management Self-motivated, independent and team player	

5. SPECIAL CIRCUMSTANCES

Essential	Desirable
Flexibility in working hours.	