Job Description

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

Job Purpose:
To deliver high quality education across ULaw's postgraduate and undergraduate programmes. This includes curriculum development, quality management, enhancement activities and associated operational administration. Senior Lecturers will take a lead role in ensuring the efficiency, effectiveness and enhancement of programmes following the University's strategy, policy and procedures, seeking out activities that influence leading-edge practice, and undertake evidence-based applied practice activities.

Specific Responsibilities:

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. Application and practical delivery of a range of teaching techniques

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

4. Frequently communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high-level skills.

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

6. 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.

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

8. Contribute to the enhancement of students' curricular and practice related activities.

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

10. Act as a role model to others through support, mentor and coach colleagues / junior academic members of staff.

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

12. Act as module leader, including team leadership and coordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.

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

14. Be responsible for administrative duties in areas relating to admissions, timetabling, examinations, and assessment of progress and student attendance.

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

16. Identify sources of data, information to assist in decision making at subject level. This may be derived from pilot projects that include testing the user experience.

17. Engage with wider university initiatives such as programme approval events, boards and committees.

18. Contribute to course development and development of new programmes.

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: Senior Lecturer
Academic Grade: Senior Lecturer

1. TRAINING & EDUCATION

Essential	Desirable
• Postgraduate qualification or equivalent in a relevant subject • Relevant teaching qualification (eg PGCHE) or equivalent • Fellowship of Advance HE (HEA)	• Digital capabilities

2. EXPERIENCE

Essential	Desirable
• Sufficient breadth or depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support. • Knowledge of higher education and ability to use a range of delivery approaches to enthuse and engage students. • Experience of using digital platforms – VLE, Mobile devices, etc • Evidence of excellent teaching identified by peer review. • Experience of teaching curriculum development and quality management and enhancement in an HE environment.	• Course administration experience

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. • Experience of working within a team function with conflicting priorities. • Able to participate in and develop external networks. • Sufficient breadth or depth of specialist knowledge, and how to teach the information in educational programmes.	

4. BEHAVIOURAL SKILLS

Essential	Desirable
• Able to demonstrate independent and self-managing work styles. • Able to demonstrate strong student-centric approach to ways of working and commitment to high standards. • Is an analytical problem solver • Has 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.	