Associate Lecturer in Social and Public Policy (Maternity Leave Cover)

Department: School for Business and Society

Hours of work: Full time | 37 hours per week

Contract type: Fixed term - 12 months

Salary: Grade 6 | £38,448 - £46,970 per year

Grade: 6 **Ref**: 201

Introduction

The Social Policy subject group in the School for Business and Society at the University of York wishes to recruit an outstanding candidate to the post of Associate Lecturer in Social and Public Policy. You will bring academic and/or practice expertise in social and public policy that will complement existing strengths at York. We welcome applicants whose teaching and scholarship engage with the analysis of social problems, policy responses and their impacts across a range of applied social policy domains, and social research methods. You will have subject knowledge in one or more of the following areas: social inequalities and social divisions; social research methods for social and public policy; policy analysis and evaluation; welfare states and welfare institutions; interactions between welfare state institutions and criminal justice systems.

Main purpose of the role

- To lecture, lead seminars, tutorials and other forms of undergraduate and postgraduate teaching.
- To develop and apply innovative and appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- To carry out on-going curriculum review, including module content and materials and contribute to the development of teaching and learning strategies.
- To undertake effectively a range of administrative responsibilities.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Teaching and Promotion of Learning

- To support the teaching objectives of the department by delivering teaching through allocated lectures, tutorials and other forms of undergraduate and postgraduate teaching. Set and mark coursework and exams, providing constructive feedback to students.
- To develop where appropriate revisions to existing modules or courses in terms of design, content, structure, forms of delivery, method of assessment.
- To develop own teaching materials, methods and approaches, with guidance. Obtain and analyse feedback on own teaching design and delivery to facilitate this.
- To contribute to the development of new teaching approaches and course proposals and to the design of curricula which are academically excellent, coherent and intellectually challenging.
- To ensure that course design and delivery comply with the quality standards and regulations of the University and department.
- To contribute, as appropriate, to the design and delivery of interdisciplinary teaching.

Administrative and support responsibilities

- To provide – with mentoring - supervision to students, giving advice on study skills and helping with learning problems.
- To identify the learning needs of students and define learning objectives.
- To supervise student projects, field trips and, where appropriate, placements.
- To undertake various administrative responsibilities as requested by the Head of Department.

Involvement in scholarship and development

To investigate innovative teaching, learning and assessment methods and techniques in the sector, bringing new insights to the department.

Health and safety

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety & Emergency Procedures.

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 the post.

Person specification

	Essential / Desirable
Qualifications	
PhD in Social Policy or equivalent experience	Essential
Appropriate academic professional and teaching qualification or a willingness to complete the Postgraduate Certificate in Academic Practice (PGCAP)	Essential
Knowledge	
Detailed knowledge in Social and Public Policy sufficient to develop teaching and provide relevant learning support to students across different levels of academic ability	Essential
Detailed knowledge in Social Policy and Criminal Justice sufficient to develop teaching and provide relevant learning support to students across different levels of academic ability	Desirable
Skills, abilities and competencies	
Highly developed communication skills to engage effectively with a wide ranging audience, both orally and in writing, using a range of media	Essential
Ability to design and deliver teaching material either across a range of modules or within a subject area	Essential
Ability to supervise the work of students, provide advice on study skills and assist with learning problems	Essential
Ability to contribute to the design of course material, content and new teaching approaches in the department	Essential
Ability to manage and deliver own teaching	Essential
Ability to plan, manage, organise and assess own teaching contributions	Essential
Experience	
Experience in teaching and learning in HE at undergraduate and/ or postgraduate level or in an evidenced similar context	Essential
Experience of using different delivery techniques to enthuse and engage students	Essential

Evidence of successful planning and designing teaching material	Essential
Personal attributes	
Attention to detail and commitment to high quality	Essential
Creativity, initiative and judgement in applying appropriate approaches to teaching and learning support	Essential
Collaborative ethos	Essential
Positive attitude to colleagues and students	Essential
Willingness to work proactively with colleagues in other work areas/institutions	Essential
Ability to plan and prioritise own work in order to meet deadlines	Essential
Commitment to personal development and updating of knowledge and skills	Essential