

## **JOB DESCRIPTION**

**Job Title:** Associate Professor (Teaching Career Pathway)

**Grade:** AC4

**Department:** School of Education

**Responsible to:** Head of School of Education

**Key Contacts:** Associate Deans, Deputy Head of School, School Leads, Academic Portfolio Leads, Phase Leads and Centre Leads. Relevant professional services staff.

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

### **PURPOSE OF ROLE:**

To provide leadership of Teaching and Scholarship activity at School and Faculty level and implement strategies and plans to provide Teaching and Scholarship excellence. As a lead figure in the international academic community, the successful candidate will provide strategic leadership at Faculty and School level in achieving a complex set of outcomes for academics, students and employers. Strong, positive contribution to the University's profile in teaching and the student experience is critical, as well as the ability to add value to the University's objectives in relation to teaching and scholarship.

The post holder is expected to have, and maintain, strong stakeholder relationships at regional, national and international level across teaching or their subject-related discipline; with a proven track record of teaching and scholarship initiatives or discipline-related research including obtaining external funding. The post holder will be expected to provide leadership and to set standards of excellence.

*Post holders are expected at this level to build on those at previous levels, to demonstrate emerging leadership in a subject area and local, national and international reputation and impact.*

### **KEY ACCOUNTABILITIES**

#### **Team Specific:**

- Contribution to the University's national and international profile in teaching and the student experience.

- Significant contribution to the development and enhancement of the curricula, policy or initiatives in teaching, learning and the student experience at the leading edge of practice within the School and Faculty, positively impacting on colleagues and students.
- Sustained contribution to high quality teaching at a range of levels in the development of national or international teaching or subject-related initiatives which impact staff and students. (UG, PG, PGR, CPD).
- Lead the design, development and delivery of a range of programmes of study at various levels.
- Lead in the acquisition and management of resources to support teaching, student experience or subject-related work.
- Promote and contribute to the championing of research-informed learning and teaching.
- Contribute significantly at School and Faculty level to the sustained development of others (e.g. mentoring, staff development, training) in relation to education, the student experience or personal subject expertise.
- Contribute at School or Faculty level on the development and implementation of strategy, policy and plans in relation to education, the student experience, or subject area.
- Contribute to the leadership of learning and teaching and/or student experience strategies at Faculty and University level.
- Contribute significantly to national and international initiatives that lead to relevant outputs e.g. teaching materials, textbooks, peer-reviewed research publications.
- Contribute to the leadership of the development of teaching excellence across the institution.

**Generic:**

- Engage in sustained discipline-related, pedagogic and/or practitioner research/ other educationally focussed scholarly activities delivering nationally and internationally recognised outputs.
- Publish discipline-related or pedagogic research/learning resources in relevant area.
- Secure external income/funding for teaching and teaching-related activity or discipline-based research.
- Proactively contribute to the development of academic or professional discipline or higher education pedagogy.
- Sustained growth of personal recognition and esteem as an authority and leading figure by the academic or professional community in specific subject or higher education pedagogy.
- Accountability for the acquisition and management of external teaching resources.

- Integration of research and scholarship into published teaching or training materials.
- Maintain high professional standing in personal discipline/higher education pedagogy and a commitment to develop further personal scholarly profile, including a programme of high-quality research or teaching outputs, disseminated in appropriate forums and sources.
- Efficiently contribute to the implementation of approved policies, guidelines and standard operating procedures in relation to personal academic duties.
- Support the welfare, progression, examination and assessment of allocated students.
- Keep abreast of developments within the personal subject area/higher education pedagogy and seek continuous improvement of personal professional practice.
- Undertake other such duties as may from time to time be directed by the Head of School and PVC.

**Managing Self:**

- Develop expertise inquiry/research-informed teaching with an increasing degree of autonomy.
- Keep abreast of developments within the field and seek continuous improvement of own professional practice.
- Actively participate in established professional development framework activities.
- Behave in a manner which reflects the University values and creates a positive environment for work and study.
- Maintain a high standard of student engagement and satisfaction.
- Seek to maximise the learning outcomes of students.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade (Any other duties commensurate with the post and grade as agreed with the Head of School or PVC of the Faculty).

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the School of Education delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the Head of School and PVC as part of the post holder's annual Appraisal and Professional Development Review and with due regard to the University's KPIs.

**KEY RELATIONSHIPS (Internal & External):**

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## PERSON SPECIFICATION

### EXPERIENCE:

#### Essential Criteria

- Thorough understanding of HE in the UK.
- Good knowledge of key policy issues at institutional, national and sector-wide level.
- Proven track record of teaching excellence.
- Proven track record of enhancing educational and wider student experience outcomes for students.
- Proven, sustained track record of outputs in relation to subject expertise or higher education at the highest levels of national excellence.
- Proven, sustained track record of impacting the education and wider student experience work of others through mentoring, training and supporting their development.
- Proven track record of leading education or subject level projects and initiatives, including winning external funding bids to support the work.
- Proven track record of contributing to developing and implementing education or student experience strategies and policies.
- Experience of strategic planning and managerial leadership.
- Working knowledge of quality assurance/ enhancement and academic standards.

#### Desirable Criteria

- Management of teaching and research projects.

### SKILLS:

#### Essential Criteria

- Good knowledge of the mechanisms for Higher Education funding.
- Well-developed organisational and management skills.
- Able to develop and implement staff training.
- Well-developed interpersonal skills and ability to motivate others.
- Excellent written and oral communication skills.
- Commitment to the promotion of high standards and excellence.
- Ability to think strategically.
- Capacity to listen and consult, good negotiation skills.
- Capacity to make informed decisions.
- Ability to work effectively and deliver under pressure.
- Able to use IT effectively.

Well-developed project management skills.

#### Desirable Criteria

- N/A

## **QUALIFICATIONS:**

### **Essential Criteria**

- QTS or postgraduate teaching qualification.
- Master's degree in relevant subject.
- Minimum of Senior Fellow of HEA or significant teaching experience.

### **Desirable Criteria**

- Introduction to Project Management.
- PhD degree in a relevant subject.
- Principle Fellow of HEA.

## **PERSONAL ATTRIBUTES:**

### **Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

### **Desirable Criteria**

- N/A