**University of Greenwich**

**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Lecturer in Primary Education (Mathematics and Education and Professional Studies)</th>
<th>Grade:</th>
<th>AC3 (T)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Faculty of Education and Health</td>
<td>Date of Job Evaluation:</td>
<td></td>
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<tr>
<td>Department:</td>
<td>Department of Primary Education</td>
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<tr>
<td>Role reports to:</td>
<td>Deputy Head of Department (DHoD)</td>
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<tr>
<td>Direct Reports</td>
<td>Deputy Head of Department (DHoD) / Head of Department (HoD)</td>
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<tr>
<td>Indirect Reports:</td>
<td>Programme Leaders</td>
<td></td>
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<tr>
<td>Other Key contacts:</td>
<td>Course leaders and programme teams</td>
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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:**
The main purpose of this post will be to teach and assess primary mathematics and education and professional studies courses on the BA (Hons) in primary education (with recommendation for QTS), the Primary PGCE programme, School Direct and the two year accelerated degree in primary education. The tutor will work alongside existing staff who teach these subjects. As necessary, to lead courses within both BA (Hons) and PGCE programmes. In addition, to undertake a link tutor role for students on school placement.

**KEY ACCOUNTABILITIES:**

**Team Specific**

- To teach on the professionally focused courses for mathematics for PGCE and undergraduate students following programmes leading to the recommendation for QTS.
- To keep up-to-date with Government developments in the area of primary mathematics and be proactive in responding to initiatives.
- As appropriate, and depending on professional interests and experience, to contribute to education and professional studies courses.
- As required, to lead and develop mathematics courses within the BA (Hons) and PGCE programmes.
- To act as a link tutor to primary initial teacher education students through the assessment of and guidance to students and placement based link tutoring.
- To support the smooth running of the Department and the Faculty through involvement in interviewing of prospective students, personal tutoring, reference writing, etc.
- To share and support the Faculty's responsibility to provide and monitor opportunities for personal and academic growth.
- To develop and disseminate innovative teaching techniques including the use of on-line resources.
- To take a reflective and evaluative approach to professional practice and a commitment to the Faculty's research profile.
- To contribute to the research culture of the Faculty through publication and when appropriate securing funding through bid writing activity.
- To participate in and contribute to the broader life of the Faculty and University.
Managing Self

- Commitment to good primary practice.
- Commitment to the further development of personal advanced professional practice.
- Willingness to be adaptable as required to deliver completed tasks on time.
- Excellent team working skills.
- Resilient and flexible in approach.
- Excellent written and verbal communication skills.
- Excellent time management and organisational skills.

Core Requirements

- Adhere to and promote the University’s Equality and Diversity policies.
- Ensure compliance with Health & Safety regulations.
- 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.

Additional Requirements

- IT literate.

KEY PERFORMANCE INDICATORS:

- Effective teaching and learning methods including the use of online learning.
- Commitment to successful student outcomes measured through student outcomes, student evaluations and both internal and external quality assurance procedures.
- Effective communication and relationship with students.
- Effective communication with school based mentors and University based tutors and a willingness to work as part of a team.
- Effective course leadership (as required)
- Effective analysis of student practice and clear oral and written feedback.
- Commitment to further professional development including a commitment to further academic study.
- Development of a research profile.

KEY RELATIONSHIPS (Internal & External):

- Head of Primary Education; Deputy Head of Primary Education; Programme Leaders; other tutors; students.
# University of Greenwich

## PERSON SPECIFICATION

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<tr>
<th>Essential Experience</th>
<th>Desirable Experience</th>
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<tr>
<td>• Strong interest in primary mathematics and demonstrable successful experience of teaching primary mathematics in mainstream schools in England</td>
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<td>• Evidence of successful classroom experience of using technology within the primary curriculum to enhance learning</td>
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<td>• Evidence of leadership in a curriculum or other area (e.g. phase leadership)</td>
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<td>• Experience of mentoring and coaching and / or leading INSET and teacher development</td>
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<td>• Effective personal use of technology in administration, preparation, teaching and learning.</td>
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<tr>
<td>• Evidence of a reflective and evaluative approach to education</td>
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<td>• Ability to effectively share and communicate professional practice with enthusiasm e.g. in schools and / or higher education.</td>
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<tr>
<td>• The ability to work flexibly under pressure</td>
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<tr>
<td>• Excellent communication and interpersonal skills</td>
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<tr>
<td>• Strong management and organisational skills</td>
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<tr>
<td>• Ability to analyse complex situations</td>
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<td>• Strong team working abilities</td>
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<td>• Well-developed IT skills to enhance teaching and for administration</td>
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<tr>
<td>• Experience of initial teacher education in HE</td>
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<td>• Driving licence and willingness to use own transport (or capacity to travel to placement schools)</td>
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## Skills

- Evidence of a reflective and evaluative approach to education
- Ability to effectively share and communicate professional practice with enthusiasm e.g. in schools and / or higher education.
- The ability to work flexibly under pressure
- Excellent communication and interpersonal skills
- Strong management and organisational skills
- Ability to analyse complex situations
- Strong team working abilities
- Well-developed IT skills to enhance teaching and for administration

## Qualifications

- Graduate with QTS status.
- Higher degree (or working towards a higher degree).
- A doctorate (or commitment to work towards a doctorate).

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**Signature(s)**

**Date of issue**

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