**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | 1.0 FTE Lecturer/Senior Lecturer in History | **Grade:** | AC2/AC3 |
| **Department:** | History, Politics and Social Sciences | **Date of Job Evaluation:** |  |
| **Role reports to:** | Head of Department, HPSS | | |
| **Direct Reports** | None | | |
| **Indirect Reports:**  **Other Key contacts:** | None  History Programme Leader | | |
| 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 work collaboratively to provide high quality teaching and ensure an outstanding learning experience for students on History and related courses within the department of History, Politics and Social Sciences. To contribute to raising the department’s research profile and reputation and to offer a submission to REF 2020. |

|  |
| --- |
| **KEY ACCOUNTABILITIES:**  **Team Specific:**   1. To work collaboratively with colleagues on the History and other related programmes; 2. To establish and maintain professional working relationships with contacts within the University at all   levels and with external organisations and individuals;   1. To operate as a member of the Department of HPSS Teaching Team.   **Generic:**  To play a role in learning, teaching, assessment and curriculum development of Political History through:   1. Contributing to and enhancing History teaching at both undergraduate and postgraduate   Levels   1. Leading and supporting others to design, develop and evaluate learning, teaching and assessment activities and materials; 2. Develop a personal research profile of international level and contribute to REF 2020 3. Engage in knowledge exchange and other activities which make an impact on society and the economy; 4. Undertake and manage activities that are recognized nationally and internationally to enhance professional practice and the professional practice of our students 5. To assist in the administration and management of courses. 6. To assist the History team in achieving the School’s KPIs 7. To undertake curriculum development in line with the team interests; 8. To undertake assessment and administrative duties as required; 9. To contribute to the Department and Faculty Employability activities; 10. To participate in Open Day and Taster Day activities   **Managing Self**   1. Responsible for maintaining own continuous professional development (CPD) and knowledge of ‘best practice’; 2. Work to deadlines and project plans; 3. Respond to enquiries in a timely and effective manner.   **Core Requirements**   1. Adhere to and promote the University’s Equality and Diversity policies; 2. Ensure compliance with Health & Safety regulations; 3. 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:**   1. Any other duties commensurate with the post and grade as agreed with the Head of Department and Faculty PVC   other |
| **KEY PERFORMANCE INDICATORS:**  Maintaining excellent teaching standards and student satisfaction for feedback and assessment  Making a significant contribution to REF 2020  Maintaining good employment prospects and outcomes for History graduates |
| **KEY RELATIONSHIPS (Internal & External):**  Faculty Operating Officer  Faculty Executive  Department of HPSS  Current Students & Prospective Students  Faculty Admin Team  Head of Department  Programme Leader |

|  |  |
| --- | --- |
| **PERSON SPECIFICATION** | |
| **Essential**  **Experience**  Proven experience of teaching in a higher education environment  Experience of Open/Taster Days   |  | | --- | | Demonstrable knowledge, sufficient to contribute to  the teaching and assessment of the Introducing  History: Ideas and Practice course at level 4 | | A research specialism in Early Modern Social and  Cultural history and research interests that are  sustainable and which complement the research  strengths and strategy of the Department | |   **Skills**  Developing reputation as a first-class researcher  Research publications record  Demonstrated expertise in creative and academic approaches to the teaching of History  **Management Skills**  Excellent organisational skills and the ability to complete teaching related administration using IT systems  Ability to organise resources and plan and progress work activities  **Qualifications**  PhD in a relevant field  PGCE (or equivalent including HEA qualifications) or willingness to work towards one  **Personal attributes**  Excellent interpersonal skills  Excellent organisational skills    Engagement with teaching  Excellent written and verbal communication skills | **Desirable**    **Experience**  Experience of bringing History to the wider community  **Skills**  Research publications and/or externally funded research projects |