

JOB DESCRIPTION

Job Title:	Lecturer in Learning and Teaching (Higher Education)	Grade:	AC2
Department:	Library Services	Date of Job Evaluation:	September 2021
Role reports to:	Head of Academic & Learning Enhancement		
Direct Reports	N/A		
Indirect Reports:	N/A		
Other Key contacts:	Programme Leader of the PGCertHE Head of Library Services		
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 conduct high quality research and teaching on postgraduate programmes in the areas of Higher Education Learning and Teaching. The role will focus on delivering high quality education in a variety of formats as well as enhancing the educational provision across the university. The person appointed will be expected to:

- Contribute to the delivery of existing teaching, course development, and to participate in the research carried out in the department.
- Contribute more widely to the design and delivery of teaching activities, reflecting the successfully candidate's own subject specialism appropriate for the needs of a diverse student body; across the range of courses offered by the department.
- To provide development, support, advice and guidance for academic staff to enhance their educational practices in response to faculty and staff needs and feedback from students.

KEY ACCOUNTABILITIES:

Team Specific:

- Contribute to the delivery of high quality, innovative and effective teaching and new teaching initiatives, including inclusive approaches to setting and marking assessment.

- Work proactively on specific research topics aligned to your own and the department's research interests.
- Lead on personal and academic tutoring of undergraduates.
- Lead and support others in the design and develop of new courses/modules demonstrating excellent curriculum design.
- Contribute to curriculum development within the Department.
- Lead on the delivery of external accreditation activity.
- Contribute to subject, professional and/or pedagogical research leading to the publication and/or dissemination of original work.
- To contribute to the development of funding bids which contribute to the acquisition of internal and external resources to fund research, enterprise or teaching projects.
- Contribution to the continuous improvement of the student experience or Lead courses/modules effectively including adopting a responsive approach to students.
- Effective cross working with Professional Services to support students.
- Contribute to relationship management and engagement with key external bodies for teaching at a regional and national level; the national or regional public/cultural sectors/business, industry/professional bodies in relation to teaching, research or enterprise.
- Maintain effective, high quality and productive working relationships with professional bodies and employers.
- Supervision of undergraduate and postgraduate students.
- Work with other academics, developing the subject area and sharing best practice across the Faculty and University.
- Work with other academics and the administrative teams to deliver excellent student care and support student success and employability.
- Contribute to the general academic administrative work of the Department and Faculty.

Generic:

- Assist the Academic & Learning Enhancement Team in achieving the Department's KPIs.

- Contribute to departmental plans, activities, and efficient working practices.
- Participate in visit to schools, local community groups, public engagements, and related activity.
- Demonstrate a commitment to equality, diversity, and inclusion through teaching practice and / or engagement with university initiatives.
- Contribute to peer review and departmentally based teaching development activities.
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice.

Managing Self

- Develop expertise in 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 and Diversity and Information Security. Ensure compliance with Health and Safety regulations 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.

Additional Requirements:

Any other duties commensurate with the post and grade as agreed with the Head

of team or the Head of Library Services.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Head of Department as part of the post-holder's annual Appraisal and Professional Development Review

KEY RELATIONSHIPS (Internal & External):

- Programme Leader for the PGCertHE
- Contacts at partner institutions taking the PGCertHE
- Associate Professors in Learning and Teaching (Higher Education)
- Head of Library Services

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Delivery and/or leading at undergraduate and/or postgraduate level in the field of learning and teaching in Higher Education • Conducting high quality, innovative and effective teaching on postgraduate and undergraduate programmes • Leading courses/modules effectively including adopting a responsive approach to students • Leading and contributing to subject, professional and/or pedagogical research and other scholarly activities in the field of learning and teaching in Higher Education • Student care and pastoral provision <p>Skills</p> <ul style="list-style-type: none"> • Ability to engage with and respond to student feedback • Outstanding organisational, IT communication and interpersonal skills <p>Qualifications</p> <ul style="list-style-type: none"> • PHD • Associate Fellowship of the Higher Education Academy <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Experience</p> <ul style="list-style-type: none"> • Delivering teaching and support online • Postgraduate teaching /supervision • Creating professional/community partnerships • Ability to teach across disciplines • Leading on external accreditation activity • Designing and leading significant teaching and assessment activity • High quality publications • Initiating the development of Research bids • Working with international partners <p>Skills</p> <ul style="list-style-type: none"> • Curriculum development in learning and teaching in Higher Education • Individual and /or collaborative income generation • Application for research funding and other bids • Intercultural competence <p>Qualifications</p> <ul style="list-style-type: none"> • Teaching qualification • Fellowship of the Higher Education Academy