**UNIVERSITY OF LINCOLN**

**JOB DESCRIPTION**

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| **JOB TITLE** | Associate Lecturer | | | | |
| **DEPARTMENT** |  | | | | |
| **LOCATION** | Brayford Campus, Lincoln | | | | |
| **JOB NUMBER** |  | **GRADE** | Associate Lecturer | **DATE** | June 2019 |
| **REPORTS TO** | Head of School | | | | |

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| **CONTEXT** |
| Associate Lecturers carry out a valuable role in supporting the delivery of the Academic Programme and are engaged for the delivery of formal scheduled teaching and teaching related activity. |

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| **KEY RESPONSIBILITIES** |
| **Teaching and Learning**   * Deliver lectures or seminars for programmes within the defined specialism * Undertake teaching preparation * Contribute to the development of resource material * Set and mark projects, assignments and examinations * Ensure registers are completed * Provision of data and related programme administration. Undertake administration and provide reports and statistics regarding student and teaching matters as required * Ensure that knowledge of the subject is up to date   **Student Support**   * To contribute positively to the student experience * Develop a sense of purpose and harmonious working within assigned student groups * Provide appropriate academic, technical and pastoral care by supporting the work of individual students and referring them where appropriate, to relevant support staff * Act, when required, as tutor to a group of students, providing effective academic, technical and pastoral care   **Team Work, Communication and Participation in the University’s Community**   * Work with colleagues in developing the provision within the School * Work within a team to promote the development of curriculum practices of benefit to students and the University * Engaged in appropriate quality assurance procedures of the School * Make a positive contribution to the overall development of the department * Ensure the implementation of all University policies including those relevant to teaching, health and safety and quality assurance * Demonstrate a commitment to equal opportunities * Undertake administration and provide reports and statistics regarding student and teaching matters as required * Attend School meetings as required * Engagement with the University community * Undertake and attend appropriate developmental activity such as appraisals and training as required   **In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.** |
| **ADDITIONAL INFORMATION** |
| To follow the University’s Equality and Diversity Commitment and Respect Charter. Ensure the implementation of all University policies including those relevant to teaching, health and safety and quality assurance. |

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| **QUALIFICATIONS AND EXPERIENCE** |
| * Degree and/or experience in relevant subject * Understanding and experience of Higher/Further Education * Understanding of the importance of equality and diversity and the impact it may have on academic content and issues relating to student need * Possess sufficient breadth or depth of specialist knowledge in the discipline to work within established teaching programmes * Able to engage the interest and enthusiasm of students and inspire them to learn * Develop familiarity with a variety of strategies to promote and assess learning |

**UNIVERSITY OF LINCOLN**

**PERSON SPECIFICATION**

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| **JOB TITLE** | Associate Lecturer | **JOB NUMBER** |  |

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| **Selection Criteria** | **Essential (E) or Desirable (D)** | **Where Evidenced**  **Application (A)**  **Interview (I)**  **Presentation (P)**  **References (R)** |
| **Qualifications:** | | |
| Relevant honours degree or experience in the relevant area | **E** | **A** |
| If working more than 250 hours per academic year a HE teaching qualification (HE PGCE or HEA fellowship)or commitment to obtain one within 3 months of commencing work | **E** | **A** |
| **Experience:** | | |
| Teaching in Higher Education | **D** | **A/I** |
| Curriculum development | **D** | **A/I** |
| Development of teaching and learning methods | **D** | **A/I** |
| **Skills and Knowledge:** | | |
| Evidence of continuing professional development | **D** | **A/I** |
| Developing depth and breadth of subject understanding | **E** | **I** |
| Knowledge of Higher Education | **D** | **A/I** |
| Ability to develop excellent teaching and assessment skills across the range of taught levels offered | **E** | **A/I** |
| Ability to contribute to curriculum development | **E** | **A/I** |
| Ability to support students or refer them to relevant staff where appropriate | **E** | **A/I** |
| **Competencies and Personal Attributes:** | | |
| Enthusiasm | **E** | **I** |
| Commitment | **E** | **I** |
| Team working | **E** | **I** |
| Good interpersonal skills | **E** | **I** |
| Flexibility and adaptability | **E** | **I** |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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| **Author** |  | **HRBP** |  |