**UNIVERSITY OF LINCOLN**

**JOB DESCRIPTION**

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

|  |
| --- |
| **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. |

|  |
| --- |
| **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. |

|  |
| --- |
| **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**

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

|  |  |  |
| --- | --- | --- |
| **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.

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