

## **Job Description**

**POST:** Senior Lecturer

**LOCATION:** Hartlepool

**LINE MANAGER:** Faculty Leader

### **Description:**

Building on the Lecturer role Senior Lecturers will work alongside the Faculty Leader. As subject specialists, they will teach across the School as required exploring innovation in teaching, learning and assessment, including the development and implementation of new programmes, innovative methodologies and/or content.

Explore collaborative practice both within the School and externally with other universities and the creative sector.

Actively engage with their own professional development and provide mentorship to lecturers to improve teaching and learning, skills development and practice within their faculty. Researching innovative solutions to pedagogic issues around under-representation within the Higher Education sector.

Enrich the student experience through developing high-quality teaching and learning materials and maintain an exceptional standard of academic support and appropriate pastoral care.

Ensure the efficient and effective delivery of teaching programmes in accordance with the School's strategy, policy and procedures, undertake research activity and engage in enterprise activity, influencing leading-edge practice.

### **Main Duties and Responsibilities:**

1. Teach, demonstrate, or instruct to a standard that is demanding and appropriate to the type of programme and level of students, and prepare appropriate teaching and learning materials.
2. Set, supervise and assess students' work in accordance with the policies of the School including module leadership.
3. Maintain the tutorial structure and undertake designated tutorial duties, assuming responsibility for appropriate pastoral and academic tutorial guidance of students.

4. Ensure that any scholarly activity or research undertaken informs or enhances curriculum development. The activity is complete on time and meets the Schools aims and objectives including the objectives of the academic strategy.
5. Maintain accurate recording of student attendance and assessment and fulfil all ancillary duties commensurate with the post.
6. Support staff in ensuring moderation procedures take place in accordance with current School policy and the regulations of the validating bodies and support academic staff on any programme to manage these procedures.
7. Support staff in ensuring the organisation of Educational Visits in line with School policy (as appropriate).
8. Ensure that they and other faculty members follow School policies and procedures.
9. Notify senior staff if they are aware of shortages or changes in staffing and timetables.
10. Co-ordinate timely and appropriate interviews for applicants to any programme as directed by senior staff.
11. Be committed to personal professional development and proactively maintain an up-to-date knowledge of academic, vocational or technical developments in your own specialism.
12. Be responsible for ensuring the accurate recording of student attendance and assessment.
13. Ensure applications to HE are completed and processed correctly.
14. Support senior staff in the administration of the programme, including the maintenance of the School's quality systems related to programmes.
15. Participate in student recruitment and admissions processes as directed.
16. Liaise with the School's student services staff with respect to learners with specific learning difficulties and disabilities to ensure appropriate support and adjustments throughout the programme.
17. Offer clear guidance and mentoring to lecturers on academic or specialist industry practice, innovative methodologies and/or content and other or programme-related matters.

18. Continually reflect on and review personal and institutional knowledge experience and practice. To develop links with PSRB's, academic institutions, industry, and related vocational providers. To use this information to inform, train or upskill staff, or advise the institution on new directions or practice the School may want to explore.
19. Develop and support internal and external student progression from FE to HE as required.
20. Explore collaborative practice both within the School and externally with other universities and Schools.
21. Offer clear academic leadership to full time and part-time staff (as designated) and promote and oversee coherent study pathways which take account of both specialist study needs as well as combined or broad-based study opportunities.
22. Working with Faculty Leaders to set, monitor and review appropriate KPIs for scholarly activity and research within the faculty.
23. Support the Faculty Leader in ensuring effective and efficient operation of programmes including quality assurance, reviews, evaluations and all related reports, documentation and data. Researching innovative solutions to pedagogic issues around under-representation within the Higher Education sector.
24. Liaise with appropriate business support staff within the School.
25. Undertake where required a marketing role in relation to any programme, its promotion and associated student recruitment, in conjunction with School marketing staff.
26. Maximise opportunities to earn income which will be used to benefit the education of students.
27. Undertake membership of School Committees and Working Groups, as requested, to attend meetings relating to any Programme, individual students, the School and external bodies.
28. To help where appropriate and safe to do so, in moving equipment and classroom materials in the preparation of areas for student delivery.

**General Accountabilities:**

1. Ensure other members of the team have information to cover effectively for you in your absence.
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation's Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation's Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Faculty Leader or the Vice Principal (Higher Education).

**This list is not exhaustive and is only an indication of responsibilities.**

## Person Specification - Senior Lecturer

| Specification, whether essential or desirable, and where the specification will be tested   | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>Qualifications</b>   |           |           |
| Honours degree (or equivalent) in subject area  | Y         |           |
| Hold or willing to work towards a relevant teaching qualification or equivalent HE Teaching Qualification   | Y         |           |
| Hold or willing to work towards a postgraduate qualification in a relevant field but must have good equivalent professional experience  | Y         |           |
| FHEA Membership   | Y         |           |
| Significant experience of teaching, learning and assessment in Higher Education   |           | Y         |
| <b>Experience / Knowledge</b>   |           |           |
| Experience of monitoring and tracking HE learners and developing and delivering appropriate interventions   | Y         |           |
| Experience of working with underrepresented groups and vulnerable adults  | Y         |           |
| Significant experience of exploring innovation in teaching, learning and assessment, including the development and implementation of new programmes, innovative methodologies and/or content. |           | Y         |
| Practical experience of teaching, learning and student support – up to date knowledge of trends/ideas/working practices in their sector   | Y         |           |
| Demonstrate own professional development and provide mentorship to lecturers to improve teaching and learning, skills development and practice within their faculty                           | Y         |           |
| Current industrial contacts in their subject area, with the ability to maintain regular liaison   | Y         |           |
| Knowledge of progression routes within the industry   | Y         |           |
| Competent in a range of digital software packages relevant to the digital fashion industry  | Y         |           |

| Specification, whether essential or desirable, and where the specification will be tested  | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| Experience of liaison with feeder institutions for recruitment   | Y         |           |
| Experience of curriculum development and organisation  | Y         |           |
| Knowledge of academic infrastructure at HE   | Y         |           |
| Experience of preparation of documentation for validation / re-approval  | Y         |           |
| Experience of innovative teaching and learning strategies for example online digital, or blended learning  | Y         |           |
| Awareness of widening participation, inclusiveness and lifelong learning debates and maintaining an exceptional standard of academic support and appropriate pastoral care | Y         |           |
| Knowledge of relevant teaching and learning theory, critical thinking and practice   | Y         |           |
| To undertake research activity and engage in enterprise activity, influencing leading edge practice in line with the Schools DAPs agenda                                   | Y         |           |
| Access to transport for work purposes  |           | Y         |
| <b>Preferred Skills / Abilities</b>  |           |           |
| Ability to demonstrate commitment to the programme, the team and the students  | Y         |           |
| Able to mentor and support team members to achieve high performance for the benefit of students, the programme and the institution   | Y         |           |
| Enrich the student experience through developing high quality teaching and learning materials  | Y         |           |
| Planning and organisational skills with the ability to meet tight deadlines  | Y         |           |
| Ability to be innovative in curriculum delivery  | Y         |           |
| Ability to inspire and enthuse staff and students to initiate fresh ideas and see them through to completion   | Y         |           |
| Good communication skills, both written and verbal   | Y         |           |
| Able to work effectively as a member of a team   | Y         |           |

| Specification, whether essential or desirable, and where the specification will be tested  | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| Ensure the efficient and effective delivery of teaching programmes in accordance with the School strategy, policy and procedures | Y         |           |
| Able to deal effectively with people at all levels   | Y         |           |
| Able to manage budgets effectively   | Y         |           |