

JOB DESCRIPTION

Job title: Associate Lecturer

Grade: This post has been evaluated at Grade 6

Responsible to: Subject Head

Date: December 2013

Job purpose

To contribute to the delivery of undergraduate and postgraduate awards in the programme area, including the assessment of students.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Main duties and responsibilities

ACTIVITIES	
<p>Core teaching</p>	<ul style="list-style-type: none"> • Preparation and delivery of Lectures • Preparation and delivery of Seminars/Tutorials • Preparation and supervision of Workshops • Supervising dissertations & student projects (to include preparation, contact and marking) <ul style="list-style-type: none"> - Undergraduate students - Postgraduate students <p>Rate Calculation: Standard Hourly Rate + Holiday/Bank Holiday Pay x 1.9 Enhancement = Total Remuneration</p> <p>This rate is payable based on actual contact hours. The 1.9 enhancement is</p>

	included to cover the preparation, delivery and marking associated with the teaching activity.
Additional teaching related activities	<ul style="list-style-type: none"> • Marking & assessing student work and providing feedback where preparation and delivery are undertaken by others. • Assist in the writing of Module Guides • Course team meetings • Assist at study visits • Assist with placements • Assist in organising public exhibitions of students work • Assist in the preparation of exam papers • Assist in researching & planning future course development • Peer observation • Personal Development Reviews – Appraisee • Personal Development • Training • Attending courses/conferences • Learning & Teaching Days <p>Rate calculation: Standard hourly rate + holiday/bank holiday pay = Total remuneration</p> <p>This rate is payable on actual hours worked.</p>

General duties and responsibilities

- a) To work within and actively support the equality and diversity policies and practices of Falmouth University.
- b) To notify a more senior member of staff of any errors or concerns at the earliest opportunity.
- c) To participate in the annual Performance Development Review process.

- d) To ensure that the university's cross-cutting themes of partnership, equality and diversity and sustainability inform all activity related to the role.
- e) To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
- f) To work within a framework of effective governance, ensuring compliance with relevant regulations, legislation policies and procedures.
- g) To be responsible for your own continuing self-development.
- h) To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.

Health & safety requirements

In relation to health and safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job title: Associate Lecturer

Attributes	Essential requirements	Desirable requirements
<p>Education and qualifications</p>	<p>First degree in a relevant subject, or equivalent industrial experience.</p>	<p>A postgraduate qualification in a relevant subject.</p> <p>PGCHE qualification or willingness to study for, where contracted to teach in excess of 200 contract hours.</p> <p>Fellowship of the Higher Education Academy. Attaining membership will be a condition of probation, where contracted to teach in excess of 200 contract hours.</p>
<p>Experience and knowledge</p>	<p>Knowledge and experience of one or more business process (sales & marketing, finance, operations etc.) gained either through running your own business or through employment in the commercial sector or third sector.</p> <p>Understanding of quality issues and requirements in HE.</p> <p>Experience of teaching within a HE environment.</p> <p>Excellent presentation skills.</p>	<p>Good understanding of, and networks within, the regional business environment.</p>

Skills and personal requirements	<p>Excellent interpersonal skills. The ability to communicate with enthusiasm.</p> <p>Dedication to the development of the subject.</p> <p>Ability to network both within and outside the University with appropriate academic and non-academic partners.</p> <p>A progressive and dynamic approach to teaching in HE.</p> <p>Well-developed administrative abilities.</p> <p>Constructive approach to team working.</p>	
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