

## JOB DESCRIPTION

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<b>Job title:</b>	Lecturer
<b>Grade:</b>	This post has been evaluated at Grade 6
<b>Responsible to:</b>	Head of Subject
<b>Date:</b>	June 2013

### **Job purpose:**

To contribute to the successful delivery of curricula within the subject area.

To engage in scholarship, research and/or innovation activity.

### **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**

The main duties and responsibilities of this role have been grouped in the following areas:

1. Learning and Teaching.
2. Pastoral Care.
3. Research, Scholarship and Innovation.
4. Curriculum Development.
5. Quality Assurance.

#### **1. Learning and teaching**

- a) To teach as a member of the lecturing team, within a variety of settings, in a developing capacity within an established programme of study, with the assistance of a mentor if required.
- b) To transfer knowledge in the form of practical skills, methods and techniques.

- c) To identify the learning needs of students and define appropriate learning objectives and delivery methods.
- d) To challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- e) To supervise the work of students, provide advice on study skills and help them with learning problems.
- f) To select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
- g) Ensure that content, methods of delivery and learning materials meet the defined learning objectives and that they are regularly reviewed for opportunities for improvement.
- h) To set, mark and assess work and provide feedback to students.
- i) To supervise student projects, students on field trips and, where appropriate, on placements.
- j) To contribute to the recruitment and selection of students, both UK/EU and International, and to plan for the recruitment of students, including attendance at open days and other recruitment and marketing events.
- k) To participate in University wide staff development initiatives related to learning and teaching.

## **2. Pastoral care**

- a) To use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.
- b) To act as a personal tutor, giving first line support.
- c) To refer students as appropriate to services providing further support.

## **3. Research, scholarship and innovation**

- a) To engage in research, scholarly activity and/or innovation, subject to the approval of the Head of Subject and with the assistance of a mentor if required.
- b) To reflect on practice and the development of own teaching and learning skills.
- c) To continually update knowledge and understanding in field or specialism.

- d) To translate knowledge of advances in the subject area into the curricular material.

#### **4. Curriculum development**

- a) To keep abreast of developments within the academic discipline and/or professional practice of the Subject area, and to share this knowledge to shape curriculum content, design and delivery.
- b) To develop own teaching materials, methods and approaches with guidance.
- c) To collaborate with colleagues on the implementation of assessment procedures and review student progress and retention.
- d) To tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.
- e) To assist in the design and delivery of the curriculum.

#### **5. Quality assurance**

- a) To make contributions of appropriate quality to programmes being prepared for review and/or validation.
- b) To ensure adherence to, and effective operation of quality assurance and enhancement policies and procedures.

#### **6. General duties and responsibilities**

- a) To build internal, and where appropriate external, contacts and participate in networks for the exchange of information and to form relationships for future collaboration.
- b) To build clear and effective lines of communication within the Subject area.
- c) To work within and actively support the equality and diversity policies and practices of Falmouth University.
- d) To notify a more senior member of staff of any errors or concerns at the earliest opportunity.
- e) To participate in the annual Performance Development Review process.
- f) To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
- g) To work within a framework of effective governance, ensuring compliance with relevant regulations, legislation, policies and procedures.

- h) To be responsible for your own continuing self-development.
- i) 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).

You have a direct responsibility to ensure a safe and healthy environment for students under your supervision, by ensuring that:

- Falmouth's safety policies and requirements are implemented.
- Risk assessments are carried out for relevant activities (e.g. fieldwork, performances, exhibitions etc.) undertaken by students under your supervision, and that any resulting actions are taken and that safe working practices are followed.
- Correct and timely communication of safety issues both to your superiors and students as relevant to your areas of responsibility is carried out.
- You work within a framework of effective governance, ensuring compliance with relevant regulations, legislation, policies and procedures.
- Students under your supervision fulfill their responsibilities under the University's Health and Safety Policy.

## PERSON SPECIFICATION

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**Job title:** Lecturer

Attributes	Essential requirements	Desirable requirements
<b>Education and qualifications</b>	A good undergraduate degree in the subject area.	<p>A postgraduate degree in a relevant subject area.</p> <p>PGCHE or equivalent and/or fellowship of the Higher Education Academy (HEA).</p> <p>An earned doctorate.</p>
<b>Experience and knowledge</b>	<p>Experience in working as a director in television drama, drama/documentary or multi-camera studio television.</p> <p>A comprehensive and up-to-date knowledge of the subject area.</p> <p>Good connections with industry and professional practice.</p> <p>A demonstrable commitment to scholarship, research and/or innovation.</p>	<p>Demonstrable experience of developing links between education providers and the film &amp; television industry.</p> <p>Understanding of quality issues and requirements in HE.</p> <p>Experience of teaching within an HE environment.</p>
<b>Skills and personal requirements</b>	<p>Excellent interpersonal skills.</p> <p>The ability to communicate with enthusiasm.</p> <p>Excellent presentation skills.</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> <p>Ambitious to achieve national and international excellence.</p> <p>Desire to maintain required professional standing through professional practice and continuing professional development.</p>	
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