

**JOB DESCRIPTION**

<DEPARTMENT>

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**Job title:** Senior Lecturer

**Grade:** 7

**Responsible to:** Head of Subject

**Date:** May 2016

**Job purpose:** To contribute to the successful design, delivery and development of curricula within the subject area.

To make a significant contribution to the University's performance in research and innovation.

**Main duties and responsibilities**

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

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

**1. Learning and teaching**

- a) To ensure that students are provided with a relevant and stimulating range of learning opportunities and experiences within the subject area, consistent with their overall objectives.
- b) 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.
- c) To undertake such teaching duties as are required by, and agreed with, the Head of Subject, and to keep abreast of international developments within the academic discipline and/or professional practice of the Subject area, and to share this knowledge to shape curricular content, design and delivery.

- d) To set, mark and assess work and provide feedback to students.
- e) To supervise student projects, students on field trips and, where appropriate, on placements.
- f) To ensure that student progress is regularly monitored and that the results of monitoring are reported in a timely fashion to the Head of Subject.
- g) To participate in University wide staff development initiatives related to learning and teaching.
- h) To participate in student support on academic, career and personal development matters.

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

- a) To engage in research, scholarly activity and/or innovation, subject to the approval of the Head of Subject.
- b) To engage with other researchers internally, nationally and internationally, and to contribute to the research objectives of both the School<sup>1</sup> and, where possible, the University's thematic research centres.
- c) To apply for external research funding and to produce high quality outputs for the Research Excellence Framework.
- d) To engage in subject and professional research and pedagogy development as required to support teaching activities.
- e) To extend, transform and apply knowledge acquired from scholarship to teaching, research and appropriate external activities.
- f) To be an active and recognised contributor to subject associations, learned societies and relevant professional bodies.

## **3. Mentoring and pastoral care**

- a) To advise, mentor and support less experienced colleagues and coach on personal development.
- b) To supervise the work of others, for example in research teams, projects or postgraduate study.
- c) To act as a personal tutor and, where required, ensure that the Personal Tutor and attendance monitoring systems are working effectively across a level of study.

## **4. Curriculum development**

- a) To develop and produce appropriate learning materials on the basis of scholarly and research activity.
- b) To co-ordinate the work of colleagues to identify and respond to students' needs.

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<sup>1</sup> School is used here as a shorthand to denote School or Institute or Academy

- c) To be responsible for the design and delivery of own modules and assessment methods.
- d) To collaborate with colleagues on the implementation of assessment procedures and to review student progress and retention.
- e) To tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.
- f) To develop and sustain a subject contribution of relevance and high quality to postgraduate and undergraduate programmes, including:
  - Assisting in the design and delivery of the curriculum.
  - Achieving a reputation for excellence in the teaching of the subject.

#### **5. Quality assurance and enhancement**

- a) To be committed to and play a significant part in the total quality management of the subject area.
- b) To participate in assessment and evaluation of curriculum design and the quality of learning and teaching provided by subject staff.
- c) To make contributions of appropriate quality to awards being prepared for review and/or validation.
- d) To ensure adherence to, and effective operation of quality assurance and enhancement policies and processes.

#### **General duties and responsibilities**

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. 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.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

#### **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 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.

### **Health & safety requirements**

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically 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).

*[The statements below are for line managers, please delete if N/A]*

In your role as a line manager, you are responsible on direction and on behalf of the relevant member of Vice Chancellor's Executive Group (VCEG) for supporting the discharge of their duty as a member of the senior management team:

- To monitor effective safety implementation.
- To identify health and safety needs and requirements.
- For the care of all those affected by your acts or omissions, so far as is reasonably practicable

You have a responsibility to ensure a safe and healthy environment in line with legislation for staff, students and other users of the areas of the University under your span of control, by ensuring that:

- Falmouth's safety policies and requirements are implemented and that resources are available to the staff under your control to ensure statutory compliance.
- Risk assessments are carried out for relevant activities (e.g. fieldwork, performances, exhibitions etc) undertaken by staff and students within your area, 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 the staff that work for you as relevant to your areas of responsibility.
- You work within a framework of effective governance, ensuring compliance with relevant regulations/legislation/policies and procedures.
- Ensuring that staff within your area fulfill their responsibilities under the University's Health and Safety Policy, including any responsibilities as members of University Committees as appropriate .

## PERSON SPECIFICATION

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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>A comprehensive and up-to-date knowledge of the subject area.</p> <p>High quality and current connections with industry and professional practice.</p> <p>An on-going and demonstrable commitment to scholarship, research and/or innovation.</p> <p>An up-to-date knowledge and understanding of changing trends and requirements in the subjects' industrial and professional domains.</p> <p>Understanding of quality issues and requirements in HE.</p> <p>Substantial experience of teaching within an HE environment or equivalent related industrial experience.</p> <p>Understanding of the primacy of income generation, particularly via successful student recruitment, and alive to opportunities to increase income.</p>	<p>Track record in either funded research or innovation.</p> <p>A published record of research and/or practice and a previous submission to the RAE/REF.</p> <p>Successful generation of external research income.</p> <p>Experience of collaborative provision.</p> <p>Experience of teaching within an international context.</p>

<p><b>Skills and personal requirements</b></p>	<p>Excellent interpersonal skills.</p> <p>Receptive and responsive to change.</p> <p>The ability to communicate with enthusiasm.</p> <p>Excellent presentation skills.</p> <p>Dedication to the development of the subject.</p> <p>Experience of networking 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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