



Candidate Information

Position:	Lecturer (Education)
School/Department:	Mathematics and Physics
Reference:	18/106874
Closing Date:	Tuesday 13 November 2018
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Monday 26 November 2018
Duration:	3 years

Job Details

To teach within an area of Mathematics and/or Physics at undergraduate and taught postgraduate level, and to make a significant contribution to the development of digital and e-learning across the entire School with a primary focus on computer-based formative assessment.

MAIN ACTIVITIES/RESPONSIBILITIES:

1. Teaching

- Deliver high quality teaching and supervise undergraduate and taught postgraduate students, within the School and Mathematics and Physics
- Play a significant role in the School's development of new and innovative teaching approaches within the University's new Virtual Learning Environment throughout the teaching areas within the School, with a primary focus on computer-based formative assessment
- Assess and examine students, and participate in Examination Boards / Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students
- Update and/or design and develop modules in line with School's teaching strategy.
- Maintain and develop teaching materials, design course units and deliver a range of teaching and assessment activities.
- Contribute to the design and development of new programmes if required
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
- Contribute to the School's use of digital platforms to deliver the School's educational portfolio.
- Contribute to the enhancement of quality teaching within the School.

2. Scholarly Activity

- Engage in scholarly activity eg participate in conferences relevant to teaching role, publish teaching/professional materials, etc.
- Develop networking links with relevant professional bodies to ensure that own teaching reflects best practice in the subject area.
- Maintain and develop teaching and subject expertise.

3. Administration/Contribution to Community.

- Make a significant contribution to the development of digitisation and e-learning within the School.
- Carry out teaching administration including module co-ordination, assessment and feedback, module review, student support, etc.
- Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.
- Contribute to Faculty initiatives for the development of the new VLE.
- Act as personal tutor for students.
- Undertake outreach, recruitment and internationalisation activities.
- Contribute as required to accreditation, curriculum and programme review, audit and other external or internal assessments.
- Be a member of School Board and of the relevant Examination Board(s), and of other School, Faculty and University committees as required, including the Mathematics Academy
- Contribute to the School's outreach strategy.
- Provide pastoral care for students to ensure, as far as practicable, that all issues are dealt with in a timely, sympathetic and effective manner.

PLANNING AND ORGANISING:

- Plan and manage own teaching as agreed with Director of Education or nominee.
- Liaise with colleagues (academic and support staff) about teaching and assessment to ensure student needs and expectations are met.
- Design/update modules in line with School's teaching strategy.
- Plan for the use of teaching resources, laboratories and workshops as appropriate.

RESOURCE MANAGEMENT RESPONSIBILITIES (e.g. finance, people, equipment, etc.):

- Manage use of resources for teaching.
- Manage own teaching and administrative demands under general supervision of assigned line manager.

INTERNAL AND EXTERNAL RELATIONSHIPS:

- Collaborate with other staff within the School across both Mathematics and Physics on the development of e-learning and other duties.
- Collaborate with colleagues in the Faculty and wider University on development of e-learning.
- Develop external links, with external examiners, accrediting bodies, etc.
- Participate in and develop networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

Essential Criteria

1. Honours degree in Mathematics, Physics or a related subject.
2. Hold or be about to obtain a PhD in Mathematics, Physics or a related subject.
3. Recent relevant experience of teaching and/or assessing at University level in Mathematics, Physics, or a closely related subject.
4. Evidence of ability to design course materials and to plan and organise the delivery and assessment of teaching.
5. Evidence of administrative experience appropriate to the position of lecturer (education).
6. Experience of organising resources.
7. Programming experience.
8. Experience of communicating complex information effectively.
9. Excellent presentation skills.
10. High level of literacy and scientific logic.
11. Organised and attentive to detail.
12. Evidence of ability to meet deadlines.
13. Evidence of the ability to work independently and experience of working effectively within a team.
14. Commitment to the development of high quality teaching, learning, and assessment materials.
15. Effective interpersonal skills.
16. Willingness to travel, as required.

Desirable Criteria

1. Hold or be working towards membership of PGCHET (or equivalent).
2. Membership of an appropriate professional and/or teaching body eg HEA.
3. Experience of designing and delivering innovative new modules.

4. Evidence of good teaching evaluations.
5. Experience of outreach to promote science and engineering to the public or to schools.
6. Experience with mathematical typesetting packages.
7. Ability to devise, advise on and manage teaching programmes at both UG and PGT levels.
8. Willingness to teach away from QUB, including overseas.
9. Willingness to work irregular hours as required.