Candidate Information

Position:	Lecturer (Education) (Part Time)
School/Department:	School of Psychology
Reference:	18/106976
Closing Date:	Monday 3 December 2018
Salary:	£36,261 - £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Thursday 13 December 2018
Duration:	18 Months

Job Purpose

To contribute to the delivery of an innovative and relevant Education portfolio (UG and PGT) in line with the teaching and learning strategy of the School, fully utilising digital platforms. The post-holder will contribute to teaching in individual differences as well as other aspects of the curriculum, including research methods.

MAJOR DUTIES:

Teaching:

- Develop teaching methods, design course units and deliver a range of teaching and assessment activities including lectures, seminars, coursework and laboratory classes on the undergraduate and postgraduate taught programmes of the School of Psychology.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
- Deliver high quality teaching to both UG and PGT programmes.
- 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.
- Develop and advise others on learning and teaching tasks and methods.
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- Supervise undergraduate and postgraduate taught research dissertations.
- Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.

Scholarly Activity:

- Develop links with relevant professional bodies (e.g. HEA/Advance HE, BPS) to ensure that teaching reflects current best practice in own area of subject specialism.
- Engage in scholarly activity, e.g. conference paper presentations, application for external funding, book reviews published, writing practice manuals, publication of professional materials.
- Maintain and develop teaching and subject expertise.

Administration/Contribution to the Community:

- 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.
- Carry out designated School functions, including, for example, participation in committee work, assisting in the process of admissions, preparation of submission for teaching quality assessment, etc.
- Be responsible for the record–keeping associated with teaching and the preparation of teaching materials.
- Advise and visit students on placement.

Planning and Organising:

- Plan and manage own teaching and tutorials as agreed with Head of School/Director of Education.
- Liaise with others (such as support staff or academic colleagues) 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.
- Manage projects relating to own area of work.

Resource Management Responsibilities:
- Mentor colleagues with less experience and advise on personal development.
- Manage use of resources for teaching.
- Act as personal tutor/mentor for students.

Internal and External Relationships:
- Communicate complex and conceptual ideas to students as well as to peers using high level skills and a range of media.
- Engage with the School as a member of the School Board and Examination Board and other such committees relevant to the posts administrative duties.
- Collaborate with other staff within School.
- 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.
- Contribute to the School's outreach programme by establishing links with local community groups, industries, etc.

ESSENTIAL CRITERIA:
- Undergraduate honours or postgraduate degree in psychology or closely related discipline.
- Have, or be about to obtain, a PhD in a relevant area of psychological research. (PhD must be completed at time of taking up post).
- Some teaching experience, using a range of teaching methods to psychology students at UG and/or PGT levels within the last 4 years.*
- Ability to deliver undergraduate psychology lectures, supervise research projects, and contribute to research methods teaching as required.
- Ability to manage resources and understanding of management processes.
- Ability to devise, advise on and manage teaching programmes at both UG and PGT levels.
- The ability to communicate complex information clearly.
- The ability to deal with student interactions in a professional and competent manner.
- The ability to work with colleagues to ensure that students have a positive experience during their studies.
- Excellent presentation skills.
- Evidence of ability to work independently and as part of a team.
- Effective interpersonal skills.
- Commitment to the development of high quality teaching, learning, and assessment materials.

DESIRABLE CRITERIA:
- PGCHET and/or membership of an appropriate professional and/or teaching body e.g. HEA/Advance HE.
- Experience of teaching the psychology of individual differences.
- Experience of teaching research methods.
- Experience of using digital platforms in the teaching of psychology.
- Experience of using innovative teaching methods.
- Experience of contributing to the delivery of undergraduate psychology laboratory-based teaching.
- Experience of developing new education based initiatives at UG or PGT level.
- Record of scholarly activity related to teaching and learning psychology e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials.

*NOTE
Candidates should provide a summary table of their teaching experience including class size, class type, topic, year of programme, number of hours taught and student feedback scores if available.