



Candidate Information

Position:	Lecturer (Education) in International Relations
School/Department:	School of History, Anthropology, Philosophy and Politics
Reference:	19/107434
Closing Date:	Monday 27 May 2019
Salary:	£36,261 to £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Thursday 20 June 2019
Duration:	10 months

JOB PURPOSE:

To teach at undergraduate and postgraduate level, and to contribute to the School's administration/outreach activity.

MAJOR DUTIES:

Teaching:

1. Deliver a range of teaching and assessment activities in the subject within an established programme including lectures, setting/marking coursework for undergraduates and postgraduates.
2. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
3. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
4. Plan and develop independent teaching contributions and contribute to the design or revision of course units.

Research:

1. Engage in scholarly activity e.g. advance academic publications, participate in conferences, apply for external funding.
2. Develop networking links with relevant professional bodies to ensure that own teaching reflects current best practice in own area of subject specialism.
3. Maintain and develop teaching and subject expertise.

Administration/Contribution to the Community:

1. Contribute to the School's outreach strategy by developing external links.
2. Provide pastoral care for students within own area to ensure, as far as practicable, that relevant issues are dealt with in a timely, sympathetic and effective manner.
3. Carry out designated routine School administrative duties, including, for example, committee work, course administration, etc.
4. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.

Planning and Organising:

1. Plan and manage own teaching and tutorials as agreed with Head of School/mentor.
2. Modules are designed/updated in line with School's teaching strategy.

Resource Management Responsibilities:

1. Use teaching resources, laboratories and workshops as required.
2. Act as mentor for students.

Internal and External Relationships:

1. Membership of the School Board and Examination Board and such committees relevant to their administrative duties.
2. Collaborate with other staff within School.
3. Involved in developing links or joining external networks to share information and ideas.
4. Contribute to the School's outreach programme by establishing links with local community groups, industries, etc.

ESSENTIAL CRITERIA:

1. Relevant degree with a PhD completed in International Relations.
2. Ability to teach and assess Undergraduate and Postgraduate courses.
3. Demonstrated capacity to deliver effective teaching (e.g., good module evaluations).
4. Evidence of positive engagement with students
5. Evidence of contribution to key administrative committees
6. Ability to advance the research and teaching goals of the School.
7. Ability to strengthen the School's national and international research networks
8. Ability to communicate clearly and effectively to students, academic colleagues and to professional bodies and managers.
9. Evidence of good interpersonal skills and the ability to work both independently and as part of a team

DESIRABLE CRITERIA:

1. PGCHET and/or membership of an appropriate professional and/or teaching body e.g., HEA.
2. Experience of undergraduate and postgraduate dissertation supervision, according to career stage.
3. Engagement with academic bodies, professional associations at national and/or international level.