

Candidate Information

Position:	Lecturer in Education - Prehistoric Archaeology
School/Department:	School of Natural and Built Environment
Reference:	19/107681
Closing Date:	Tuesday 30 July 2019
Salary:	£36,261 per annum
Anticipated Interview Date:	Wednesday 14 August 2019
Duration:	Until 31 August 2020

JOB PURPOSE:

To undertake teaching at undergraduate and postgraduate level, with a focus on Prehistoric Archaeology, and complement existing expertise within Archaeology and Palaeoecology. To contribute to School leadership, administration and outreach activities.

MAJOR DUTIES:

1. Develop teaching methods, design new and existing modules and deliver teaching and assessment activities, including lectures, coursework, practical exercises, seminars and fieldwork to undergraduate and postgraduate students.
2. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
3. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
4. Contribute to the enhancement of quality teaching within Archaeology-Palaeoecology, School and Faculty.
5. Contribute to curriculum development and innovative approaches to learning, teaching and assessment.

Teaching:

1. Engage in scholarly activity e.g. participate in conferences, apply for external funding, book reviews and teaching/professional materials published.
2. Provide guidance to other staff and students on own specialist area.

Administration/Contribution to the Community:

1. Manage personal administrative tasks related to own work.
2. Contribute to the effective management and administration of Archaeology-Palaeoecology in performing routine duties allocated by Head of Discipline, including Year Coordination and Leadership of Student Mentor Programme.
3. Carry out administrative duties associated with module co-ordination, including assessment.
4. Contribute to Archaeology-Palaeoecology's outreach strategy, including student recruitment and marketing, and assistance with the Young Archaeologists' Club.
5. Manage the Archaeology-Palaeoecology blog site and assist with social media.
6. Provide pastoral care for students within own area to ensure, as far as practicable, that all relevant issues are dealt with in a timely, sympathetic and effective manner.

Planning and Organising:

1. Plan and manage own teaching and tutorials as agreed with Head of School/mentor.
2. As module leader, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
3. Design/update modules in line with Archaeology-Palaeoecology's teaching strategy.
4. Plan for the use of teaching and research resources, laboratories and workshops as appropriate.
5. Prepare research proposals for submission for external funding.
6. Assist with organisation of conferences.

Resource Management Responsibilities:

1. Manage own teaching, and administrative demands under general supervision of Head of Discipline.
2. Use teaching resources as required.
3. Act as mentor for undergraduate students in capacity of personal tutor.

Internal and External Relationships:

1. Liaise on a regular basis with colleagues and students.
2. Communicate complex and conceptual ideas to students, as well as to peers, using high level skills and a range of media.
3. Member of the School Board and Archaeology-Palaeoecology Examination Board and such committees relevant to administrative duties.
4. Collaborate with other academics within School, across the University and externally.
5. Participate in and develop networks, for example to identify sources of funding, contribute to student recruitment, act as website editor, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

ESSENTIAL CRITERIA:

1. PhD in Archaeology completed at time of application.
2. Relevant teaching experience in English at university level.
3. Ability to design course materials and plan and organise the delivery and assessment of taught courses in own specialism.
4. Evidence of good teaching evaluations.
5. Contribution to a wider range of administrative tasks.
6. Provision of pastoral care for students.
7. Willingness to lead and contribute to outreach activities.
8. Willingness to assist with conference organisation.
9. High level of literacy and scientific logic.
10. Ability to communicate complex information effectively to academic and non-academic audiences.
11. An excellent knowledge of written and spoken English is required for report writing, lecturing and presentations.
12. Ability to assess and manage resources.
13. Demonstrable intellectual ability.

DESIRABLE CRITERIA:

1. PhD in Prehistoric Archaeology (Palaeolithic, Mesolithic, Neolithic, Bronze Age).
2. PGCHET (or equivalent) and/or membership of an appropriate professional and/or teaching body e.g. HEA.
3. Teaching expertise in Prehistoric Archaeology (Palaeolithic, Mesolithic, Neolithic, Bronze Age).
4. Ability to teach a range of topics across the undergraduate and postgraduate taught programmes.
5. Experience in student recruitment and/or placement programmes.
6. Experience of leading on academic year coordination.
7. Contribution to a wider range of community/outreach activities.
8. Experience of marketing undergraduate and postgraduate programmes.
9. Ability and willingness to work flexibly, for example, in the delivery of outreach and marketing activities at weekends/evenings and in a variety of locations.