

## Candidate Information

<b>Position:</b>	Lecturer (Education) in Social Policy, SSESW
<b>School/Department:</b>	School of Social Sciences, Education and Social Work
<b>Reference:</b>	19/107718
<b>Closing Date:</b>	Monday 26 August 2019
<b>Salary:</b>	£33,199 - £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution)
<b>Anticipated Interview Date:</b>	Monday 9 September 2019
<b>Duration:</b>	15 months

### JOB PURPOSE:

The School of Social Sciences, Education and Social Work is seeking to appoint a Lecturer (Education) who will contribute to the delivery of a high quality undergraduate and postgraduate educational portfolio in Social Policy for the period of 15 months (October 2019 to December 2020) and contribute to the School's outreach activity and teaching-related administration.

### MAJOR DUTIES:

1. Develop and deliver teaching, assessment and fieldtrip activities at undergraduate and postgraduate level with a specialist focus on social policy as it relates to children, older people, people with disabilities or gender.
2. Contribute to the design of teaching programmes in the field of Social Policy more broadly.
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. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
5. Supervise undergraduate and postgraduate dissertations in the School.
6. Plan and develop independent teaching contributions across modules and contribute to the design or revision of course units. The post-holder will be expected to contribute to other modules in the School at both Undergraduate and Postgraduate level.
7. Help to develop appropriate teaching approaches and contribute to curriculum development.

### Scholarly Activity:

1. Engage in scholarly activity, for example through conference participation, applying for external funding and/or publication.
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. Manage own teaching, research and administrative demands under general supervision of Head of School.
2. Manage use of resources for research and teaching.

3. Participate in judgements regarding the use of resources within their research project/school.
4. Act as mentor for students in capacity of personal tutor.

**Internal and External Relationships:**

1. Communicate complex and conceptual ideas to students as well as to peers using high level skills and a range of media.
2. Member of the School Board and Examination Board as appropriate and such committees relevant to their administrative duties.
3. Collaborate with other staff within School, particularly the Social Policy team.
4. 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.
5. Contribute to the School's outreach programme by establishing links with local community groups including employers, voluntary sector and professional bodies to foster collaboration.

**ESSENTIAL CRITERIA:**

1. Will have or be about to obtain a PhD in a relevant area of social science.
2. Teaching experience using a range of teaching methods.
3. Experience of marking written assignments.
4. Demonstrable ability to design course materials and to plan and organise the delivery and assessment of taught courses in own specialism.
5. Demonstrable ability to contribute to scholarly activity in a relevant area of social science.
6. Ability to contribute to broader management and administrative processes.
7. High level of analytical capability.
8. Ability to communicate complex information clearly.
9. Effective interpersonal skills to liaise with students and colleagues and work as part of a team.
10. Ability to encourage commitment to learn in others.

**DESIRABLE CRITERIA:**

1. Working towards PGCHET and/or membership of an appropriate professional and/or teaching body e.g. HEA.
2. Postgraduate degree in the discipline of Social Policy.
3. Experience of teaching in the discipline of Social Policy at university level or equivalent.
4. Experience of utilising online teaching methods.
5. Research expertise relevant to the teaching of Social Policy.
6. Ability to assess and organise resources.