



Candidate Information

Position:	Lecturer (Education) in Liberal Arts
School/Department:	Education (AEL)
Reference:	21/109041
Closing Date:	Monday 9 August 2021
Salary:	£36,914 - £51,034 per annum.
Anticipated Interview Date:	Monday 23 August 2021
Duration:	12 months

JOB PURPOSE:

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

MAJOR DUTIES:

Teaching:

1. Deliver a range of teaching and assessment activities in Liberal Arts, including lectures, seminars, and setting/marking.
2. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive and timely feedback to students.
3. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
4. Experience in delivering teaching within the broad remit of Liberal Arts education e.g., anthropology, history, literature, area studies, gender studies, politics.
5. Experience of developing research-led teaching in a related field of Liberal Arts provision.
6. Plan and develop independent teaching contributions and contribute to the design or revision of programme structure and modules.
7. Help to develop appropriate teaching approaches and contribute to curriculum development.
8. Teaching experience at tertiary level appropriate to stage of career.

Scholarly Activity:

1. Engage in scholarly activity, such as publications and conference activities in relevant research area.
2. Develop networking links with relevant professional bodies and the wider academic field to ensure that own teaching reflects current best practice in own area of subject specialism.
3. Maintain and develop teaching and subject expertise in the area.

Administration/Contribution to the Community:

1. 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.
2. Carry out designated routine School administrative duties, including, for example, committee work, course administration, etc.
3. 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 and Subject Lead.
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 and wider institution as appropriate.
3. Involved in developing links or joining external networks to share information and ideas.

ESSENTIAL CRITERIA:

1. Must have or be about to obtain a PhD in a relevant subject e.g., anthropology, history, literature, politics, area studies.
2. Experience in the delivery of lectures and seminars in a related or relevant area to Liberal Arts provision.
3. Ability to design course materials and to plan and organise the delivery and assessment of taught courses.
4. Ability to contribute to broader management and administrative processes.
5. Must demonstrate good reasoning ability and balanced judgement.
6. Willingness to undertake teaching and other relevant activities outside normal working hours.
7. Ability to communicate complex information clearly.
8. Effective interpersonal skills.
9. Engagement in continuous professional development.
10. Ability to assess and organise resources.

DESIRABLE CRITERIA:

1. PGCHET and/or membership of an appropriate professional and/or teaching body e.g., HEA.
2. Experience of lecturing and examining.
3. Experience of postgraduate teaching, supervision and examining.
4. Experience of teaching on broader, multi- or interdisciplinary courses (e.g., area studies, history and culture, the wider relevance of arts and humanities subjects in contemporary society).
5. Experience of tertiary level examination procedures.
6. Experience of student recruitment activities.
7. Experience of outreach activities.