

**Post title:** Part Time Hourly Paid Lecturer in Education

**Salary Grade:** Grade 7

**School:** School of Education, Health & Science

**Base and Location:** Your normal place of work is City Campus, but the team is based across Cheltenham and Gloucester. However, you may be required to work or be based at any premises the University occupies and may be required to work at any University site or any other reasonable location where the University is undertaking its business. The university does have an agile working policy, and this requires the postholder to be based in the UK.

## About the role and any special conditions

This post will be based within the Education focused course portfolio, including: BA (Hons) Education; BA (Hons) Education, Inclusion and Special Educational Needs; BA (Hons) Early Childhood Studies; DipHE Education and Learning; MA Education; MA Inclusive Education; MA Education, Ethics and Leadership; Masters by Research (MRes); Education PhD and Doctorate in Education (EdD); and professional masters by Research in Education.

Candidates will ideally be able to teach across a range of undergraduate and postgraduate courses within the Education portfolio. We are also looking for individuals who can supervise postgraduate research projects across our courses.

## Main duties and responsibilities

1. To prepare material, teach and provide assessment on undergraduate and postgraduate modules across the Education course portfolio as appropriate to experience, including but not restricted to the BA Education and BA Education, Inclusion and Special Educational Needs. Ideally, the successful candidate will also be able to contribute to our BA Early Childhood Studies; DipHE Education and Learning and MA Education suite of courses (MA Education; MA Inclusive Education; MA Education, Ethics and Leadership), which may include some evening teaching. To also provide dissertation supervision at UG and PG level.
2. To contribute to staff development and course pedagogy to make increased use of ICT in the delivery and support of Learning and Teaching.
3. To work in partnership with students to develop a culture that is consultative and actively involves students in the co-construction of their learning opportunities.
4. To assess, record and report on students' progress, provide academic advice and have pastoral responsibility for groups of students.
5. To contribute to the review, writing and compilation of course materials.
6. To attend and contribute to course and School meetings.

7. To participate in visiting students during placements (where required), liaising with placement settings, mentors and practitioners.
8. To have oversight of sector developments in Learning and Teaching and to ensure the maintenance of quality assurance and academic standards, contributing to the wider professional preparation of students.
9. To commit to continued professional and academic development to address personal, professional and institutional goals.
10. Carry out such administrative duties as required by the School.
11. To be proactive in the recruitment of students. In particular, to attend and support open events, outreach and recruitment activities and, where required, interviews; working constructively and in collaboration with HR, schools, the Apprenticeships Team (where appropriate) and the University's professional marketing department (CMSR) in order to achieve course recruitment targets.
12. To work evenings and travel/participate in student trips (residential or otherwise) and to visit students on placement, where required.
13. To contribute to flying faculty (where required) and/or travel where academic link tutoring is required.
14. To ensure we are creating an inclusive environment for staff and students.

You are responsible for undertaking health and safety responsibilities and duties for your role, as detailed in the University of Gloucestershire's 'Health and Safety Responsibilities' document and any supporting risk assessments that relate to your position. As part of general responsibilities, all staff have a duty to take care of themselves whilst at work and others who may be affected by their acts or omissions

To undertake any other duties and responsibilities, commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.

Your duties are as set out in this job description which has been informed by the relevant academic role profile. This can be downloaded from the HR Academic page on Staffnet. This job description does not form part of your contract and may be amended from time to time. You may also be required to undertake alternative, additional, or ancillary duties from time to time as the University may reasonably direct.

### **Person Specification – the essential criteria will be used when shortlisting for interviews**

#### **Essential**

- A postgraduate Education degree
- Evidence of continued professional development
- Expertise in the pedagogy of teaching, learning and assessment in higher education
- Current teaching experience in Higher Education and/or relevant professional experience
- Proven success in employing a variety of teaching methods

- Confident in the use of new technologies to support teaching, online learning and assessment
- Experience of creating an engaging student learning environment
- Expertise in the practice of teaching, support for learning and assessment in a Higher Education context
- Good communication, interpersonal and presentational skills (to be assessed at interview)
- Ability to offer support to students from a wide range of backgrounds, many needing academic support
- Good organisational and administrative skills and the ability to work independently to tight deadlines
- Ability to work collaboratively and effectively in teams
- Commitment to and understanding of diversity and equal opportunities; To work in accordance with the UoG's Equal Opportunities Policy
- An understanding of the importance of equity and diversity within an organisation and a commitment to helping create an inclusive culture
- An understanding of the importance of equity and diversity within an organisation and a commitment to helping create an inclusive culture

### **Desirable**

- Level 8 qualification in Education or related discipline.
- Involvement in the teaching of UG and PG Education courses
- Teaching in Higher Education qualification (e.g. PGCHE/ PGCAP)\*
- Fellowship of the Higher Education Academy\*
- Professional membership of relevant organisation/professional body
- Experience of working in different educational and/or community or policy settings
- Evidence of supervising UG and PG dissertation students
- A deep understanding of how students learn and thrive.

\*It is a condition of employment that all newly appointed staff on Academic Staff Contracts with fewer than three years' experience of teaching in Higher Education, and not already possessing a teaching in Higher Education qualification, will undertake the University's Academic Professional Apprenticeship Programme. If the person does not meet the criteria, the expectation will be to acquire the University's Post Graduate Certificate in Higher Education (PGCAP). We see this as essential to ensure the highest standards of teaching to our students, which is core to our mission and purpose.

Staff who are employed on a fixed term contract which is less than three years will not be required to undertake the APA programme of PGCAP.

