

**THE POST**

**College:**

**Post: Senior Lecturer (Education and Scholarship) in** academic area

**Reference No:** **HR to complete**

**Grade: G**

**HERA: STFEL**

**Reporting To:**

**Responsible For:**

The above full-time/part-time/permanent post is available from DATE to DATE immediately in the College.

# Job Description

**Main purpose of the job:**

You will have responsibility for managing and monitoring all PGT and UG programmes or define area commensurate with grade within the College and their associated operational administration, curriculum development, and quality management and enhancement (including accreditation by relevant professional institutions where appropriate). You will work with the Associate Dean of Education to ensure the efficient and effective delivery of teaching programmes in accord with the College’s education strategy and implementing the External Affairs strategy. You will also contribute directly to foundation teaching in one or more of the disciplinary areas in the College and to the development and implementation of innovative teaching practices across the College.

**Main duties and accountabilities:**

Teaching and Learning Support

1. Responsibility for managing all taught programmes, including oversight of day-to-day operational processes (e.g. timetabling, assessment, examination systems), and programme accreditation processes. tailor and add in specifics for role
2. Work with (specify who to ensure enhancement and quality insurance of the curriculum across the College and regularly review programme content and materials, updating when required.
3. Support the College’s Associate Deans of Education in the development and implementation of the College’s Education Strategies and contribute to the development of academic policies across the College in line with University aims and relevant performance indicators.
4. Teach a range of material in tailor and add in specifics for role.
5. Develop, promote and implement innovative teaching practices (with support from our Teaching Quality Assurance and Enhancement department), including technology enhanced learning in particular tailor and add in specifics for role.
6. Oversee the monitoring of student progress and provide advice and guidance to personal tutors and students as appropriate, including oversight of the needs of students with special requirements and processes pertaining to mitigating circumstances.
7. Engage with the University Centre in working groups and committees as required.

Managing people

1. Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development.
2. Act as a personal mentor to peers and colleagues.
3. Resolve problems affecting the quality of programme delivery and student progress.

Scholarship

1. Conduct individual or collaborative scholarly projects.
2. Identify sources of funding and contribute to the process of securing funds for scholarly activities.
3. Be aware and informed of developments in higher education relevant to the development of teaching and learning strategies within the College.

Communication

1. Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.

Liaison and Networking

1. Lead and develop internal networks for example by chairing and participating in College or University committees or working groups.
2. Act as an external examiner to other Institutions and provide professional advice as appropriate.
3. Lead and develop external networks for example with external examiners and assessors.
4. Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

Teamwork

1. Lead teams within areas of responsibility.
2. Ensure that teams within the College work together.
3. Act to resolve conflicts within and between teams.

Pastoral care

1. Deal with referred issues relating to pastoral care of students, referring them to sources of further help if required.
2. Provide first line support for colleagues, referring them to sources of further help if required.

Initiative, problem solving and decision-making

1. Resolve problems affecting the delivery of programmes and modules in accordance with regulations.
2. Make decisions regarding the operational aspects of educational programmes.
3. Monitor student progress and retention.
4. Identify opportunities for strategic development of new programmes or appropriate areas of activity and contributing to the development of such ideas.

Planning and managing resources

1. Contribute to the overall management of the College in areas such as resource management, business and programme planning.
2. Be responsible for setting standards and monitoring progress against agreed criteria for area of responsibility.
3. Be involved in College level strategic planning and contribute to the Institution’s strategic planning processes.
4. Plan and deliver consultancy or similar programmes and ensure that resources are available.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post**-**holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view full role profile http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/

# Person Specification

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| **Competency** | **Essential** | **Desirable** |
| Attainments/Qualifications | Possess a depth or breadth of specialist knowledge demonstrated by a PhD in academic area, or equivalent, of the core knowledge relating to academic area in order to teach and support learning on academic area modules | Principle Fellow of the HEA |
| Skills and Understanding | Have experience of managing teams and/or functions in a busy environment with conflicting priorities.  Possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field. |  |
| Prior Experience | Have experience of teaching, curriculum development and quality management and enhancement in an HE environment. | Have proven Leadership qualities in an HE environment. |
| Behavioural Characteristics | Excellent written and verbal communication skills.  Able to identify potential sources of funding.  Able to communicate complex and conceptual ideas to a range of groups.  Be a strategic thinker  Able to participate in and develop external networks.  Be able to demonstrate independent and self-managing working styles  Have knowledge of tertiary education and be able to use a range of delivery techniques to enthuse and engage students  An understanding of the importance of equality and diversity within an organisation and a commitment to helping create an inclusive culture. |  |
| Circumstances |  |  |

# Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting insert contact name, job title, telephone (01392/01326 insert number) or email email address@exeter.ac.uk.

**Terms & Conditions**

Our Terms and Conditions of Employment can be viewed [here](http://www.exeter.ac.uk/staff/employment/conditions/terms/).

**Further Information**

Please see our [website](http://www.exeter.ac.uk/working/prospective/) for further information on working at the University of Exeter.