

**THE POST**

**College:**

**Post: Associate Lecturer (Education and Scholarship) in** Academic Area

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

**Grade: E**

**HERA: ATF**

**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 supporting the design, development and production of teaching and learning material and deliver either across a range of modules or within a subject area. You will work with specify name to ensure the efficient and effective delivery of teaching programmes in accordance 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:**

1. Teach as a member of a teaching team within an established programme of study namely Academic Area.
2. Teach in a variety of settings from small group tutorials to large lectures, ensuring content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions specifically Academic Area.
3. Develop own teaching materials, methods and approaches.
4. Supervise the work of students, provide advice on study skills and help them with learning problems.
5. Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students.
6. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
7. Supervise students’ projects under guidance and supervision.

Liaison and Networking

The post holder will build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration and join appropriate external networks to share information and ideas.

Managing people

Manage own teaching, scholarly and administrative activities and supervise students’ fieldwork and placements.

Initiative, problem-solving and decision-making

1. Deal with problems which may affect the delivery of own teaching and contribute to decisions affecting the work of the team in Academic Area.
2. Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities.
3. Share responsibility in deciding how to deliver modules and assess students.
4. Contribute to collaborative decision making with colleagues on academic content, and on the assessment of students’ work.

Planning and managing resources

1. Plan own day-to-day activity within the framework of the agreed programme.
2. Co-ordinate own work with that of others to avoid conflict or duplication of effort.
3. Contribute to the planning of teaching programmes.
4. Use teaching resources and facilities as appropriate.
5. Plan and manage own teaching and tutorials.

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 the Associate Lecturer (Education and Scholarship) role profiles http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/

# Person Specification

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| **Competency** | **Essential** | **Desirable** |
| Attainments/Qualifications | The successful applicant will possess a depth or breadth of specialist knowledge demonstrated by a PhD **(OPTIONAL or nearing completion)**, or equivalent qualification / experience, of the core knowledge relating to academic area in order to teach and support learning on academic area modules. |  |
| Skills and Understanding | Possess and maintain sufficient breadth or depth of specialist knowledge in the discipline specify discipline and of teaching methods and techniques to work within own area.  Possess sufficient breadth or depth of specialist knowledge in the discipline specify discipline to work within established teaching programmes. |  |
| Prior Experience | Evidence of successful engagement with undergraduate students | Experience of undergraduate teaching |
| Behavioural Characteristics | Excellent written and verbal communication skills.  Able to communicate material of a specialist or highly technical nature.  Able to liaise with colleagues and students.  Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.  Able to identify potential sources of funding.  Engage in continuous professional development.  Be able to engage the interest and enthusiasm of students and inspire them to learn.  Develop familiarity with a variety of strategies to promote and assess learning.  Understand equal opportunity issues as they may impact on academic content and issues relating to student need.  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.