

**Job Description and Person Specification**

**Post** Associate Professor (Education and Scholarship) in name

**Faculty**

**Reporting** **to** Pro Vice Chancellor (PVC)

**Responsible for** define group

**Summary of post**

 Education posts

This post is primarily to support research informed teaching activities in the area of academic area. In particular they will manage and expand the following income-generating programmes, academic area leadership and management of the design and development of the overall curricula and significant contribution to the leadership and management of the development of teaching and learning strategies and academic standards for the subject area of name.

Adapt emphasis for research and/or education  **Main duties**

**Education and Learning Support**

1. Oversee the design and development of the overall curriculum in particular Faculty to define.
2. Design, develop and deliver a range of programmes of study at various levels.
3. Lead the development and clarification of academic standards and quality for the subject area
4. Working closely with the Associate Dean for Education in the development and implementation of teaching and learning strategy.
5. Make a significant contribution to the development of academic policies across the Institution.

**Scholarship**

1. Publish high quality scholarly learning resources and/or books for wider dissemination..
2. Work at a national level to champion selected aspects of disciplinary pedagogy to further education.
3. Engage in scholarly research networks beyond the University.
4. Lead, as first author, on successful funding proposals.

**Liaison and Networking**

1. Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
2. Participate in internal and external networks in relation to teaching and teaching funding, and consultancy.
3. Promote and market the work of the Faculty in the subject area both nationally and internationally.
4. Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.

**Managing people and managing resources**

1. Act as line manager for matters relating to the employment of staff and ensuring the work is allocated fairly, according to skills and capacity.
2. Carry out the role of an Academic Lead i.e. sustaining a shared sense of direction for the discipline and a shared participation in the University and Faculty’s success through engagement with University and Faculty strategies ensuring decisions are taken forward effectively by all staff they lead enabling, supporting and celebrating individual achievement.
3. Take overall responsibility for the organising and deployment of resources within own areas of responsibility

**Person Specification**

1. 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.
2. Possess in depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
3. Be recognised as an excellent teaching not only within academic area but nationally and have worked at a national level to champion selected aspects of disciplinary pedagogy to further education.
4. Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.
5. Have a strong record in attracting scholarship funding.
6. Have experience of designing and leading on educational projects regionally/nationally.
7. Ideally be a member of the HEA at Principle Fellow level or above.
8. An understanding of the importance of equality and diversity within an organisation and a commitment to helping create an inclusive culture.

**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.