

Job description

Job title	LECTURER
School/Function	School of Health and Sports Sciences
Location	London (Regent House, WC1)
Responsible to	Programme Leader
Responsible for	Teaching on their specialist subject to students

JOB DESCRIPTION

Overall purpose

The role of Lecturer in the School will be required to design, develop, and produce learning and teaching material and deliver either across a range of modules or within a subject area. The role will be hybrid (face-to-face or online) and has responsibility for ensuring that the students undertaking a specific module or unit engage with the module, fulfil their potential in terms of achievement of learning outcomes and enjoy a high-quality student experience. In addition, a lecturer may work more across a programme to support students in their learning journey.

Specific duties and responsibilities

Teaching and Learning

The post holder will

- Teach a number of sessions each week, including lecturers, seminars, tutorials.
- Maintain attendance registers for teaching sessions and work with the attendance team to ensure the accuracy of the information being entered for students on digital registers.
- Deliver/facilitate teaching sessions in line with the approved programme and module specifications
- Work in line with Regent Digital provisions including VLEs and MS Teams.
- Ensure that students are engaging in their sessions
- Develop teaching materials for modules.
- Update class notes and other materials and ensure that the VLE is regularly updated.
- Make suggestions through appropriate channels how to improve student academic experience.

Assessment and Marking

The post holder will

- Set assessments for students and ensure there is a 90+% submissions of assessments for all modules on time.
- Support the production of assessments for module/unit and ensure these are approved in accordance with the relevant procedures.
- Participate in standardisation meetings.
- Provide students with formative feedback as appropriate
- Mark summative assessments according to the approved assessment brief and provide timely and constructive feedback to students within the deadlines published by the Assessment Team.
- Identify cases of possible academic misconduct and escalate these according to the relevant procedure of assessment boards.



Student support

The post holder will

- Ensure any issues of student engagement or performance are addressed, signposting students to specialist College services as necessary.
- Field any pastoral requirements students may have, signposting them to relevant specialist College services as necessary.
- Monitor the progress of individual students' Learning Support Plans, liaising with specialist services as necessary

Quality assurance

The post holder will

- Provide a module evaluation report at the end of each module
- Contribute to Programme evaluations as required.
- Engage with Programme Committee meetings, contributing towards continuous improvement of the students' learning experiences and the identification of good practice which other programmes and Schools might usefully draw on.
- Engage with other parts of the College's quality assurance and academic governance frameworks, as opportunities arise.
- Reflect on the outcomes of student module feedback questionnaires, identifying areas for improvement as well as good practice which colleagues might usefully draw on.
- Contribute to the accreditation of programmes and quality control processes.

Scholarship

The post holder will

- Engage in scholarship as required to support teaching activities and continually update knowledge.
- Extend, transform and apply knowledge applied from scholarship to teaching and appropriate external activities including knowledge generation, knowledge exchange and knowledge transfer activities.
- Develop ideas and find ways of disseminating and applying the result of scholarship.

Managing people and resources:

- As module leader, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work and the organisation of external activities such as placements and field trips.
- Mentor colleagues with less experience and advise on personal development.
- Co-ordinate the work of others to ensure modules are delivered to the standards required.
- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Exercise responsibility for the design and delivery of own modules and assessment methods considering established or agreed practice where necessary.
- Collaborate with colleagues on the implementation of assessment procedures.
- Advise others in strategic issues such as student recruitment and marketing.
- Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.



Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Experience or knowledge of quality assurance and validation of HE modules / programmes
- Experience or knowledge of higher education and ability to use a range of delivery techniques to inspire and engage students
- Significant experience within a subject area relevant to the school
- Positive attitude to colleagues and students
- Communicate information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience
- Ability to influence, collaborate and interact effectively with a range of stakeholders including staff (at all levels), students and others.
- Ability to provide expert guidance to students and other work areas and to develop understanding and resolve complex problems.
- Ability to achieve key performance indicators through persuasion and negotiation where no direct authority exists.
- Ability to respond and adapt with agility to often rapidly moving events and developments in both the school and College
- Excellent written and oral communication skills including networking and relationship building skills, both across the University and externally
- Able to demonstrate both independent self-management and team working
- Able to work with competing priorities and to tight deadlines
- Demonstrates competences, core behaviours and supplementary behaviours that support and promote the University's core values
- Flexible to the needs of others
- Innovative and creative

Desirable:

- Experience of research and enterprise activity
- Evidence achievement or willingness to achieve high-quality publications or other outputs in research or practice
- Able to participate in and develop external networks

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- An appropriate level of digital capability and aptitude with practical experience of applications which aid student learning
- Ability to communicate complex and conceptual ideas to a range of groups
- Proficient in using IT to support own work and for application to technology-enhanced learning / teaching and research activities
- Committed to a high-performance culture, fostering continuous improvement and driving quality



Desirable:

- Knowledge of higher education and ability to use a range of delivery techniques to enthuse and engage students.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- Master's degree in relevant subject discipline
- Fellowship of the Advanced Higher Education (HEA) or willingness to work towards (within 12 months)
- Sufficient breadth and depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support.
- Experience of teaching, curriculum development and quality management and enhancement in an HE environment.
- Appropriate digital skills in learning, teaching and assessment

Desirable:

- PhD (or submitted and awaiting examination) or equivalence accepted in a relevant subject area, for example by publication or through appropriate professional achievement or willingness to work towards within an agreed timeframe
- Alternatively, ability to demonstrate equivalent core knowledge and expertise gained from leading edge practice will be considered in some circumstances.
- A minimum of 1 year's team leadership experience
- Teaching qualification or preparedness to work towards.
- Membership of appropriate Professional Statutory Regulatory Body (PSRB)

OTHER

- Able to take a flexible approach to work (i.e., Conduct Intention to Study interviews; filling in when needed with teaching)
- A commitment to the principle of widening participation
- A commitment to the College's values and behaviours.
- A willingness to work/travel across college sites
- Some evening and occasional weekend teaching
- A commitment to own professional development
- Compliance with relevant Health & Safety issues; ability to contribute to ensuring that these are aligned with education activities; ability to contribute to ensuring that the school has a process for appropriate risk assessment in relation to education and student activity.
- Ability to align with the College core values in all areas of work, and champion those behaviours in the school.

Version	Updated	Author(s)
1.0	14/09/22	Head of Talent Acquisition

