Job Description & Person Specification

Academic and Research roles

JOB DESCRIPTION

Job title	Lecturer in Education (Community Education)
School/Department	Education and Social Sciences
Division (if applicable)	Education
Programme (if applicable)	BA (Hons) Community Education
Location	Lanarkshire
Reporting to	
UWS grade	AC3
FTE	1.0

Job summary

The post holder will have an approved professional qualification from the CLDSC / UK and Ireland as long as its validated/approved by the NYA (England), ETS Wales or the Joint ETS for Northern Ireland and Ireland. qualifying programme and will be qualified to doctoral level (or close to completion). The postholder will play a central role in delivering an excellent and research-based student experience. They will be engaged in the development of educational thinking, practice, and research in the broad areas of curriculum design, learning and teaching, and assessment relevant to Community Education (CLD) in the context of Community Based Adult Learning, Community Development and Youth Work.

They will be knowledgeable in contemporary pedagogies, particularly in relation to co-creation and active learning, and be familiar with online learning environments and the principles of digital education. They will also be able to evidence positive practice in these areas. The postholder will produce and publish research outputs commensurate with the stage of career and evidence an ability to attract independent research funding to support this work.

The School of Education and Social Sciences is a multi-discipline School and the post holder will be engaged in interdisciplinary working and programme design and development to support positive results in attainment, student experience and graduate destinations. They will possess developed capabilities in collaborative working and be committed to high professional standards in all areas of responsibility. The post offers an excellent opportunity for an individual to be immersed in a rich academic environment that recognises quality in education, research and enterprise, and international engagement.

People & finance responsibilities

People	The Post holder will not have responsibility of managing colleagues
Finance	The post holder will have responsibility for managing the budgets from successful personal research funding applications

Key activities

The job holder will be required to address a number of the elements listed below.

Teaching

1. Lead, design and deliver excellence in learning and teaching in Community Education.
2. Use appropriate teaching, learning support and assessment methods in Community Education
3. Contribution to the development, validation, and review of programmes of study
4. Design and use appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students on the Community Education Programme.
5. Module administration and co-ordination / Student Placement Co-ordination
6. Participate in quality assurance and enhancement initiatives in collaboration with academic colleagues.
7. Maintain appropriate scholarship activity to ensure research-informed teaching is delivered at all times.
8. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback

Research & Enterprise
1. Undertake high quality original research and disseminate results through regular publications in high impact journals.
2. Apply as principal- or co-investigator to appropriate research funding bodies and manage grants awarded.
3. Supervise research students and staff as required, providing direction, support and guidance.
4. Develop and contribute to enterprise activities including continuous professional development opportunities or consultancy.
5. Engage in knowledge transfer activities.

Job scope

Planning and organising	• Plan own teaching and tutorials as agreed with academic line manager, as appropriate. • Manage own research, teaching, scholarly and administrative activities with guidance, if required. • Supervise students' projects and, as appropriate, fieldwork and placements. • Use research and teaching resources and facilities, as appropriate. • Balance the pressures of teaching, research and administrative demands and competing. • deadlines, seeking guidance in unusual circumstances. • Contribute to the School's co-ordination of programmes/courses through, for example, Module Co-ordinator/responsibilities and/or to the management and administration of programmes. • Contribute to student recruitment and marketing initiatives. • Manage projects relating to own areas of work and the organisation of external activities as appropriate.
Decision making	• Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved. • Develop ideas for generating income and promoting the subject. • Develop ideas and find ways of disseminating and applying the result of research and scholarship. • Collaborate on the implementation of teaching and assessment strategies and operate within the limits of the strategies defined in the School Plan including the requirements of confidentiality.

	- Collaborate with colleagues on the implementation of assessment procedures. - Advise others on strategic issues such as student recruitment and marketing. - Contribute to the accreditation of courses and quality assurance processes. - A degree of autonomy in dealing with problems/issues according to limits set with appropriate colleagues as determined by the School is required.
Working relationships – *Liaison and Networking*	Participate in and develop internal and external networks with colleagues and students, e.g. to contribute to the identification of sources of funding, contribute to student recruitment, secure student placements, contribute to the marketing of the institution, facilitate outreach work, generate income, obtain consultancy projects or build relationships for future activities.
Working relationships – *Communication*	- Routinely communicate complex and conceptual ideas. - There will be frequent communication with students, colleagues, senior management and external contacts, according to the nature of the role, providing advice and guidance. - The post holder will also be required to communicate effectively with professional colleagues outwith the School, across the university, and with other relevant external agencies.
Working relationships – *Teamwork*	- Act as a responsible team member and develop productive working relationships with other members of staff. - May be required to take a lead in academic or related activities.
Working relationships – *Pastoral Care*	- Responsible for the pastoral care of students within a specified area. - Act as Personal Tutor.
Working relationships – *Managing People*	The post holder will not have any responsibility for managing academic colleagues.

PERSON SPECIFICATION

Qualifications

			Evidence A = Application I = Interview
Essential	**QE1** **QE2**	A degree level qualification Eligible to become a Full member of the CLD Standards Council	A and I
Desirable	**QD1** **QD2** **QD3**	A PhD in a relevant area (or be close to completion) Advance Higher Education Fellowship or equivalent A postgraduate qualification in Community Education.	A and I

Experience

			Evidence A = Application I = Interview
Essential	**EE1** **EE2** **EE3**	Evidence of knowledge, understanding and application of critical/social pedagogies in Community Education. Evidence of experience in designing and delivering co-creative and active learning and assessment. Evidence of familiarity with online learning environments and the principles of digital education.	A and I
Desirable	**ED1** **ED2** **ED3**	Evidence of experience of learning, teaching, and assessment in higher education. Evidence of experience in module/programme administration. Evidence of published research profile commensurate with career stage (including 3/4* research outputs).	A and I

Skills

			Evidence A = Application I = Interview
Essential	**SE1** **SE2** **SE3**	Evidence of good communication skills with students, colleagues, and key educational external and internal stakeholders. Evidence of good time management and ability to work under supervision and independently. Evidence of an ability to motivate and engage enthusiastically with students and colleagues	A and I
Desirable	**SD1** **SD2**	Evidence of an ability to build, nurture and maintain positive relationships with students, colleagues, and senior leaders. Evidence of an ability to network effectively with internal and external strategic partners.	A and I

Knowledge

				Evidence **A = Application** **I = Interview**
Essential	**KE1**	Evidence of sufficient depth or breadth of specialist knowledge and understanding of Community Learning and Development in a Scottish context.		A and I
	KE2	Evidence of extended knowledge and understanding of contemporary pedagogies and educational practice.		
	KE3	Evidence of ability to secure research/enterprise funding.		
	KE4	Evidence of knowledge and understanding of interdisciplinarity and interdisciplinary methodologies and methods.		
Desirable	**KD1**	Evidence of ability to work creatively with colleagues and students.		A and I

Behaviours

				Evidence **A = Application** **I = Interview**
Essential	**BE1**	Evidence of ability to work on own initiative and as part of a team.		A and I
	BE2	Evidence of vision, drive, and determination to succeed.		
	BE3	Evidence of facilitating the development of working networks both internally and externally.		
	BE4	Evidence of a willingness to embrace responsibility.		
Desirable	**BD1**	Evidence of a commitment to work in a multi discipline environment.		A and I

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