



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Lecturer in Scrip & Screenwriting				
DEPARTMENT	School of Film & Media				
LOCATION	Brayford Pool Campus, Lincoln				
JOB NUMBER	COA234	GRADE	7	DATE	September 2017
REPORTS TO	Head/Deputy Head of School				

CONTEXT

Lincoln School of Film & Media has been delivering media education at HE for over 20 years and we are currently amongst the very best Schools in the UK for media education and research. As a creative and dynamic School, we have developed a strong reputation for the integrated nature of our courses, our relationship with the media, creative and cultural industries, and the strength of our research and professional practice activity across practical and theoretical areas. Even in these tough economic times, a very large number of our students go on to forge successful careers in these industries and other professions like them. As we move into the next 20 year phase we are determined to advance our status as one of the leading centres for media education in HE, with a distinctive reputation for creative entrepreneurship and with our students at the heart of everything we do.

Our main aims are to:

1. Ensure that we continue to offer a coherent, efficient and attractive integrated portfolio of undergraduate and postgraduate media programmes, with strong teaching quality benchmarks, including appropriate professional accreditation, high national student satisfaction rankings, and strong graduate employability.
2. Increase UG student entry tariffs, while maintaining recruitment in a challenging market.
3. Establish a strong research profile building on a competitive performance in REF 2014 with a high proportion of staff submitted at grade point average 3.0 or above.
4. Significantly increase external income generation.
5. Significantly increase postgraduate and international student recruitment.

JOB PURPOSE

General

To work with colleagues on curriculum development and the advancement of relevant discipline areas within the university.

To deliver teaching over a range of modules within an established programme.

To undertake student personal tutoring and support.

To contribute to the research and/or professional practice profile of the School.

To carry out a limited number of additional activities in support of the academic work of the School.

Specific to this post upon appointment

To contribute to the development of the curriculum, professional and research profile of the School.

To lead skills workshops in one or more of the following areas: cinematography; directing; editing. Experience of TV studio production and/or screenwriting is also desirable.

To contribute to the development of post-graduate provision in this subject area.

Ensure achievement of HE teaching qualification/accreditation [eg with HEA] during the probation period.

KEY RESPONSIBILITIES

The responsibilities of a Lecturer are wide ranging and may change over time according to the development needs of the School and the individual. In general a Lecturer can expect to undertake any of the following:

Teaching and Learning Support

- To engage in teaching on undergraduate and postgraduate level programmes as determined by the Head of School. The range of teaching duties may change from time to time.
- Contribute to the design, content and delivery of specific areas of teaching and learning and to the quality of teaching delivered.
- Collaborate with colleagues in the continuous review and development of the School's programmes.
- Take responsibility for the co-ordination of module(s).
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.

Research and Scholarly Activity

- Make a contribution to the research, scholarly and/or professional practice profile of the School and pursue a personal research/scholarly/professional practice programme consistent with the School's priorities.
- Collaborate in initiatives with colleagues in and beyond the School if appropriate.
- Engage in subject professional and pedagogical research as required to support teaching activities.
- Ensure that outcomes of research, scholarly and/or professional practice activity are appropriately disseminated.
- If on a research contract: have sufficient outputs to be returned in the REF at agreed minimum standards inclusive of complex circumstances.
- Apply for grant funding and manage, as appropriate, any grants which are secured, with support from the College Business Manager and University Research Office.

Liaison and Networking

- Establish contacts within the wider community where possible and begin to form relationships for future collaboration.
- Develop links with relevant professional bodies and/or academic groups.
- Develop involvement in academic activities with industry and other external partners.
- Take part in relevant internal committees and working groups.

- Liaise with subject librarians, central timetabling and other services to ensure resources available are appropriately deployed.

Team Working

- Work as a member of a team, collaborating on curriculum development and contributing to School and Programme meetings.
- Begin to support the work of others when appropriate through taking responsibility for module co-ordination.

Student Support

- Act as personal tutor to students as allocated by the Head of School and act as first line contact for them for advice and support on academic and careers matters, ensuring that students are directed to relevant support services when necessary.
- Take part in the supervision of masters and/or research degree students as appropriate.
- Supervise student projects, dissertations and/or placements as appropriate.

Other

- Carry out specific School roles and functions as may reasonably be required – these being relatively limited in order to allow the role holder to take advantage of planned developmental and research opportunities, especially during the probationary period.
- Assist in student recruitment activities, including interviews, open days and external recruitment events.
- Engage in appropriate training programmes in the University.
- Actively follow and promote University policies.
- Participate in the staff appraisal and Peer Review of Practice schemes.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The role of Lecturer is vital to ensuring the highest quality experience for our students, through teaching, assessment and personal tutoring support.

The post-holder is expected to play as full a part as possible in the development of a lively and dynamic professional and creative culture for this subject area, helping ensure LSFM continues to be internationally and nationally renowned for its film production activity by staff and students.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Head of School/Deputy Head of School• College Senior Academic Managers• College Manager• School academic, administrative and technical staff• Professional Services Staff• Students	<ul style="list-style-type: none">• Relevant academic and professional groups• Relevant national, regional and international networks• External examiners• Schools and colleges



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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LINCOLN

JOB TITLE	Lecturer in Script & Screenwriting	JOB NUMBER	COA234
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Relevant honours degree [or equivalent]	E	A
Working to or having completed a PhD in relevant discipline or equivalent demonstrated research/professional record (usually by publication but where appropriate through professional achievement)	D	A
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	E	A
Experience:		
Teaching in Higher Education	D	A/I
Curriculum development	D	A/I
Development and innovation of teaching and learning methods	D	A/I
Interdisciplinary work relevant to the School	D	A/I
Contribution to broadcast television or film production outputs.	E	A/I/R
Skills and Knowledge:		
Evidence of continuing professional development	D	A/I
Developing breadth and depth of subject understanding	E	I
Knowledge of Higher Education	D	A/I
Evidence of excellent teaching and assessment skills across the range of taught levels offered	E	A/I
Ability to contribute to curriculum development	E	A/I
Ability and willingness to support students as personal tutor	E	A/I
Ability to work on own initiative	E	A/I
Expertise in use of professional industry-standard digital media resources	E	A/I
Competencies and Personal Attributes:		
Enthusiasm	E	I
Commitment	E	I
Team working	E	I
Good interpersonal skills	E	I
Flexibility and adaptability	E	I
Membership of media-related Association	D	A/I
Commitment to professional development	E	A/I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	SP	HRBP	NW
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