



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Lecturer in Twentieth Century British History				
DEPARTMENT	History and Heritage				
LOCATION	Brayford Lincoln				
JOB NUMBER	COA394	GRADE	7	DATE	27 May 2021
REPORTS TO	Head of School History and Heritage				

CONTEXT

The School wishes to appoint a Modern British historian to the position of Lecturer in History. Prospective applicants should specialise in modern British history, with a proven ability to teach broadly across the curriculum. This is a teaching-focused role fixed-term for two years. It is 1.0 FTE in the first year of the post and 0.5FTE in the second year. The successful candidate will gain valuable experience of planning and delivering modules to students in both the BA (Hons) History and BA (Hons) Modern History degree programmes.

The successful applicant will join the teaching team in delivering the BA degrees in History and Modern History.

(www.lincoln.ac.uk/home/course/hsthstub/ and www.lincoln.ac.uk/home/course/modhstub/)

JOB PURPOSE

Overview

This is a developmental role for those entering their first full academic role. As such the duties described represent the range of activities that may be expected at this level and the actual range and depth of duties being undertaken will vary dependent upon the experience of the staff member.

Staff developing through this level are expected to gain the necessary experience and skills to demonstrate competency in the main areas of role as described before progressing to the next level.

General Duties

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 tutoring and support.

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

Specific to this post upon appointment

The candidate may be asked to coordinate and teach on study skills modules, modern survey modules, the cultural history of modern war, and sources and methods for modern British social history. They will take on personal tutor groups and will supervise dissertations at BA and possibly MA level. Some sessions of teaching on the MA History programme may be available. They may also be asked to teach in other areas of history as required, at first-, second-, or third-year level, and will be expected to contribute to Open Days and other recruitment activities.

The post holder will make a significant contribution to the History degree and the Modern History degree by

- developing and delivering face-to-face content and online materials to best deliver teaching in History
- delivering and marking assessments History
- supporting students undertaking courses in History and Modern History

The successful applicant will

- Act as a tutor and teach as a member of the School of History & Heritage.
- Provide high level advice and guidance through one to one support for students requiring individual support, including the holding of regular weekly feedback hours.
- Administer and report on modules delivered within the School of History & Heritage.
- Contribute to new material and content for History and Modern History teaching delivered by the School of History & Heritage, identifying and acting on areas where current provision needs revision or improvement.
- Contribute to the development of new courses and the revision of existing courses.
- Liaise with academic colleagues and/or support departments appropriately to ensure that module delivery reflects curriculum development and content, addressing appropriate study skills for students.
- Undertake appropriate evaluation of modules, collate and disseminate results and co-ordinate appropriate development of the modules as required.

KEY RESPONSIBILITIES

The responsibilities of a Lecturer are wide ranging and may change over time according to the development needs of the department 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/or 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 Department's programmes.
- Take responsibility for the co-ordination of modules when appropriate to do so and after gaining sufficient relevant experience.
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.

Scholarly Activity and Professional Practice

- Develop a standing as a scholar and /or practitioner in your field that contributes to the profile and reputation of the School
- Collaborate in scholarly activities and / or professional practice based initiatives with colleagues in and beyond the School if appropriate
- Work with Professional bodies or relevant industry contacts to develop student or educational contract opportunities for the School/Department
- Work with more senior Scholars or Professional Practice leads in the School/Department to develop relevant activities to enhance the income and reputation of the School/Department and University
- Engage in subject professional and pedagogy research as required to support teaching activities
- Ensure that outcomes of scholarly activity are appropriately disseminated
- Engage in continuous professional development and scholarly activity in order to develop own professional skills, including teaching and learning skills

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 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 departmental meetings.
- Begin to co-ordinate the work of others when appropriate through taking responsibility for module co-ordination

Student Support

- Act as academic tutor to students as allocated by the Head of School and act as first line contact for them for advice and support on academic matters, ensuring that students are directed to relevant support services when necessary
- Supervise student projects and placements as appropriate

Citizenship

- Contribute, as required to the wider mission and reputation of the University with active involvement in activities contributing to general university life e.g. open days, student activities, alumni events and delivery of outreach activities e.g. school visits, local community activities
- Where appropriate, active participation in committees/groups contributing to university life e.g. health and safety, customer service, equality diversity and inclusivity, sustainability and working groups
- Engage in appropriate training programmes in the University, actively follow and promote University policies and participation in the staff appraisal scheme
- Where appropriate help contribute towards the future development of the University and support the University's wider social, cultural and economic development of our region, our 'civic' mission with engagement and/or leadership of external partnerships contributing to the civic mission of the University. Participation in external activities such as volunteering, cultural activities, community activities

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 post holder will have highly developed interpersonal, instructional and presentational communication skills and expertise together with an understanding of the longer term issues affecting the area of work. The post holder will make independent decisions having an impact upon the particular work area and will be involved in longer term decision making, with others, in a broader context. The post holder will use initiative and creativity to resolve problems where the optimum solution may not be immediately apparent. Occasional flexible working, including occasional weekend days, may be required for recruitment. The post-holder will possess the ability to resolve situations which may arise.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Head of Department• Faculty Senior Academic Managers• Departmental academic, administrative and technical staff• Support Services Staff	<ul style="list-style-type: none">• Relevant academic and professional groups• Relevant national, regional and international networks• External examiners



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UNIVERSITY OF LINCOLN PERSON SPECIFICATION

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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 through demonstrated record of practice and professional achievement	E	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 Department	D	A/I
Developing depth and breadth of subject understanding	E	I
Skills and Knowledge:		
Evidence of continuing professional development	D	A/I
Knowledge of Higher Education	D	A/I
Ability to develop 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 to support students in their study through academic counselling	E	A/I
Ability to use digital learning management systems	D	A / I
Ability to work on own initiative	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

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	John Morrison	HRBA	PC
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