



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Foundation Year Lecturer				
<b>DEPARTMENT</b>	College of Science				
<b>LOCATION</b>	Brayford Campus				
<b>JOB NUMBER</b>	COS625	<b>GRADE</b>	7	<b>DATE</b>	August 2021
<b>REPORTS TO</b>	Director of Foundation Year Studies				

### CONTEXT

The development of foundation level pathways is a key strategic priority for the university, in-line with the widening participation and internationalisation agendas. The College of Science has established a Foundation Studies Centre that provides Foundation Year programmes for each of its major degree pathways, providing specialised year zero teaching and learning. The Foundation Year Lecturers work with the rest of the teaching team in a supportive, engaging, and collaborative working environment that is focused entirely on doing the very best for our students.

### JOB PURPOSE

To develop and deliver programmes within the College of Science Foundation Studies Centre, as a member of the teaching team.

To develop effective approaches to aiding student transition to and from the foundation programmes, to promote student engagement, achievement, and retention.

To contribute to the delivery of high quality foundation curriculum and set and mark assignments, in-line with programme needs.

To engage with the tutorial scheme.

To contribute to the wider mission of the University.

## KEY RESPONSIBILITIES

Teaching and Learning Support
<ul style="list-style-type: none"><li>• Set and deliver innovative lectures or seminars to a high standard for the foundation programmes.</li><li>• Advise and contribute on ways to enhance the quality of teaching and enrich the student experience.</li><li>• Work with destination school staff to ensure the foundation curriculum is relevant and informed by the needs of destination programmes.</li><li>• Set and engage in teaching activities in a variety of settings, in-line with the needs of programmes.</li><li>• Set, supervise and mark examinations.</li><li>• Review the quality of programme delivery, including assessment of students' work and provide feedback.</li><li>• Provide support to colleagues engaged in the teaching process.</li><li>• Completion of registers.</li></ul>
Scholarly Activity and Professional Practice
<ul style="list-style-type: none"><li>• Promote and share best practice across the wider College and engage in related continual professional practice.</li><li>• Reflect on practice and the development of own teaching and learning skills.</li><li>• Keeping up to date with knowledge of the subject.</li></ul>
Liaison and Networking
<ul style="list-style-type: none"><li>• Liaise with colleagues and students.</li><li>• Join appropriate internal networks.</li><li>• Attend relevant meetings and committees as appropriate.</li></ul>
Team Working
<ul style="list-style-type: none"><li>• Actively participate as a member of a team, contributing to the delivery of topic specific modules and share best practice.</li></ul>
Student Support
<ul style="list-style-type: none"><li>• Provide student support within transition, through subject specific /pastoral support and engagement with the tutorial scheme, using listening, interpersonal, and pastoral care skills.</li></ul>

Other
<ul style="list-style-type: none"><li>• Contribute to the wider mission and reputation of the University.</li><li>• Engage in appropriate training programmes in the University.</li><li>• Actively follow and promote University policies.</li><li>• Participate in the staff appraisal scheme.</li></ul>



**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
<p>A Foundation Year Lecturer is responsible for assigned subject curriculum design and allied quality assurance.</p> <p>The Centre operates autonomously from the academic Schools in the College, and at the same time close liaison is required to ensure that Foundation Year students are adequately prepared for their subsequent studies. The Foundation Year Lecturer will contribute to this agenda.</p>

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"><li>• Director of Foundation Year Studies</li><li>• Foundation Year Team</li><li>• College / School academic, administrative and technical staff</li><li>• Support Services Staff</li></ul>	<ul style="list-style-type: none"><li>• Relevant academic and professional groups</li><li>• Relevant national, regional and international networks</li><li>• External examiners</li></ul>



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## UNIVERSITY OF LINCOLN PERSON SPECIFICATION

<b>JOB TITLE</b>	Foundation Year Lecturer	<b>JOB NUMBER</b>	COS625
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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Relevant honours degree or equivalent	<b>E</b>	<b>A</b>
PhD in relevant discipline OR recognised standing in and contribution to teaching and learning development	<b>D</b>	<b>A</b>
PGCE secondary or HE teaching qualification (HE PGCE or HEA fellowship)	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Science Teaching in any of the following sectors: Higher Education, Further Education or Secondary Education	<b>D</b>	<b>A/I</b>
Foundation level curriculum development	<b>D</b>	<b>A/I</b>
Evidence of development and innovation in teaching and learning methods	<b>E</b>	<b>A/I</b>
Interdisciplinary work relevant to the programmes	<b>D</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
Evidence of continuing professional development	<b>D</b>	<b>A/I</b>
Knowledge of Higher Education	<b>D</b>	<b>A/I</b>
Ability to teach and assess across the range of taught levels offered	<b>E</b>	<b>A/I</b>
Ability to support students in their study within tutorial scheme	<b>E</b>	<b>A/I</b>
Ability to provide constructive feedback to students which improves learning	<b>E</b>	<b>A/I</b>
Excellent written and verbal communication skills	<b>E</b>	<b>A/I</b>
Good organisational and time management skills	<b>E</b>	<b>A/I</b>
<b>Competencies and Personal Attributes:</b>		
Team worker with good interpersonal skills, able to motivate others	<b>E</b>	<b>A/I</b>
Ability to work independently and make sound decisions	<b>E</b>	<b>I</b>
Flexibility and adaptability	<b>E</b>	<b>A/I</b>
Commitment to the subject area and the drive to improve	<b>E</b>	<b>I</b>

**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.

<b>Author</b>	KB	<b>HRBP</b>	SP
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