UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Senior Lecturer				
DEPARTMENT	Lincoln Academy of Learning and Teaching (LALT)				
LOCATION	Lincoln				
JOB NUMBER	LALT038	GRADE	8	DATE	October 2023
REPORTS TO	Head of Academic Development				

CONTEXT
The University of Lincoln is an ambitious, modern university that places student experience at the heart of everything that it does. Despite the fact we have over 1,800 employees, it is a friendly and welcoming place to work with a strong sense of community. The University offers exciting career opportunities with the chance to grow and develop to reach your full potential. We have a wide range of staff benefits, including a generous annual leave allowance of 35 days per year pro rata (plus an additional 14 bank holiday and concessionary days), access and support for training and career development, progressive pay rates, access to discounts at popular stores and more. The Lincoln Academy of Learning and Teaching (LALT) provides central support for teaching and learning and is organised into three strands, academic development, teaching and learning projects and the evaluation of pedagogic practice. The Academic Development team is seeking a Senior Lecturer (0.5FTE) to contribute to the delivery and development of the Postgraduate Certificate in Higher Education (PgCert HE) programme. This level 7 programme consists of two modules (*Effective teaching and learning in Higher Education and Assessment and evaluation in Higher Education*) and is delivered exclusively to staff involved in teaching and supporting learning at the University of Lincoln. The PgCert HE runs alongside a range of other staff development opportunities in a newly revised, and ever-increasing portfolio. The role holder will act as a Module Leader, designing and delivering taught sessions and assessing participant learning. They will have a Personal Tutor group for who they will provide 1-1 support and observations of teaching practice. The post will also support the academic staff induction package. This is an opportunity to join a small, friendly and inclusive team. The Academic Development Team have a wide range of interests but share a passion for supporting the development of others. We embrace flexibility and a hybrid culture of working and are happy to discuss a pattern of hours that meets individual needs and the requirements of the role. If you would like further information or an informal conversation about this role, please contact Dr Kelly Sisson (KSisson@lincoln.ac.uk).

JOB PURPOSE

General
- To plan, design and deliver teaching within academic development programmes
- To undertake learner tutoring and support
- To conduct individual scholarly and / or professional practice-based projects that contribute to the profile of LALT
- To carry out other activities in support of the academic work of the department particularly in relation to discipline and teaching scholarship and/or relevant professional practice with relevant organisations.

Specific to this post upon appointment:

- Be a Module Leader for some aspects of the PgCert HE programme
- Support the Programme Leader is designing and delivering content and assessment for the PgCert HE programme
- Supporting the marking and double marking process
- Conducting observations of teaching practice for participants on the PgCert HE programme

KEY RESPONSIBILITIES

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

Teaching and Learning Support

- To engage in teaching on postgraduate level programmes as determined by the Head of Academic Development. The range of teaching duties may change from time to time.
- Take responsibility for the design, content and delivery of specific areas of teaching and learning and for the quality of teaching delivered.
- Ensure that teaching content is appropriately informed by current research and advanced scholarly activity
- Collaborate with colleagues in the continuous review and development of the Department's programmes
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.

Scholarly Activity and Professional Practice

- Conduct individual and/or collaborative scholarly and/or professional practice projects
- Identify sources of funding and contribute to the projects of securing funds for own scholarly activities, where appropriate
- Extend, transform and apply knowledge acquired from scholarship and professional practice to teaching and appropriate external activities
- Work with professional bodies or relevant industry contacts to develop student or educational contract opportunities for the department
- Work with colleagues in the department to develop relevant activities to enhance the income and reputation of the department and University
- Develop relevant bids and tenders to enhance programmes and modules for organisations
- Develop consultancy activities with partners in relevant organisations
- Engage in subject professional and pedagogy research as required to support teaching activities and contribute towards the priorities of the department
- Ensure that outcomes of scholarly activity and/or professional practice are appropriately disseminated in peer reviewed outlets
- Supervise and manage projects, if required

Liaison and Networking

- Establish contacts within the wider community; disseminate knowledge through public activities which enhance the reputation of the department
- Participate in academic activities with industry and other external partners
- Maintain and develop links with relevant professional bodies and academic groups
- Represent the department on appropriate external bodies
- Take part in relevant internal boards, committees and working groups at College or University level as required
- Liaise with subject librarians, central timetabling and other services to ensure resources available are appropriately deployed

Team Working

- Act as a responsible team member, leading modules or programmes and co-ordinating the work of others to identify and respond to student needs. Although at this level this would not normally be expected for large or complex programmes, such as those involving split sites, or significant cross teaching
- May be expected to supervise the work of others and/or participate in peer observation of teaching. At this level significant resourcing and staffing issues identified would be expected to be dealt with at a higher level

Student Support

- Act as academic tutor to learners as allocated by the Head of Academic Development and act as first line contact for them for advice and support on academic matters, ensuring that learners are directed to relevant support services when necessary
- Supervise learner 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
- Engage in appropriate training programmes in the University   - Actively follow and promote University policies   - Participate in the annual staff performance and development review scheme

Key working relationships/networks	
Internal	**External**
- Dean of Teaching and Learning - Head of Academic Development - PgCert HE Programme Leader - APA Programme Leader - College Senior Academic Managers - LALT academic, administrative and technical staff - Support Services Staff	- Relevant academic and professional groups - Relevant national, regional and international networks - External examiners

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
PhD in relevant discipline or equivalent demonstrated through professional practice record of achievement	D	A
HE teaching qualification (HE PGCE)	E	A
HEA Recognition at Fellow or above	E	A
Experience:		
Relevant teaching in Higher Education **OR** relevant professional experience	E	A
Observation of teaching practice	D	A/I
Personal tutoring and/or providing academic and pastoral support to learners	D	A/I
Effective use of digital learning management systems	D	A/I
Interdisciplinary work relevant to the Department	D	A/I
Research interest in teaching and learning development	E	A/I
Undertaking subject, professional and pedagogy research to support teaching activities	E	A/I
Conducting individual or collaborative scholarly or professional practice based projects	E	A/I
Skills and Knowledge:		
Depth and breadth of subject understanding	E	A
Evidence of continuing professional development	E	I
Knowledge of Higher Education	E	A/I
Ability to teach and assess 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 supervise student projects, field trips and placements	E	A/I
Ability to work on own initiative	E	A/I
Excellent written and verbal communication skills	E	A/I
Good organisational and time management skills	E	I
Competencies and Personal Attributes:		
Enthusiasm and commitment	E	I
Team working	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	KS	**HRBA**	HR