UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Lecturer in Education and Training				
DEPARTMENT	Lincoln Academy of Learning and Teaching (LALT)				
LOCATION	Portsmouth				
JOB NUMBER	LALT049 & LALT050	GRADE	7	DATE	May 2024
REPORTS TO	Head of Academic Development				

CONTEXT

The University of Lincoln is the Higher Education tier 1 partner in a consortium of companies engaged in delivering 'Project Selborne', a large, multidisciplinary training and educational service to the Royal Navy. This partnership, which includes the Royal Navy, is known as 'Team Fisher' after the renowned Admiral, Jacky Fisher, who helped transform the Royal Navy over one hundred years ago. The partnership started on 1 April 2021 and is due to run for twelve years with a focus both on delivering and modernising the Royal Navy's training and education.

As part of this project, the Lincoln Academy of Learning and Teaching (LALT), with its track record in supporting educator professional development, has been asked to develop a series of modules and pathways for Team Fisher educators and course designers to upskill in support of Project Selborne modernisation goals and their own professional development. The development and delivery of these modules and pathways, which have the highest priority for Team Fisher and the Royal Navy, will be undertaken between April 2024 and March 2027.

The Lincoln Academy of Learning and Teaching (LALT) provides central support for teaching and learning at the University 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 Lecturer (1.0FTE fixed term until 31st March 2027) to support the development of a Foundation Degree in Education and Training and the design and delivery of two initial modules at level four and five. The role will be part of a small team to deliver these two modules to up to 900 training personnel between January 2024 and March 2027 with the likelihood of delivery for at least a further 3 years.

The role holder will contribute to the design and delivery of taught sessions and assessing participant learning. Teaching will be predominantly online with some face-to-face practice which will involve travel to sites, primarily in Portsmouth, with potential for other Royal Navy sites to be included. The role will also work closely with the University's dedicated Selborne Project Team which oversees the contract and will provide project and administrative support.

Please note that this post requires Security Clearance. Applicants must have at least five years continuous residency in the UK in order to apply for the required Security Clearance.

If you would like further information or an informal conversation about this role, please contact Graham Price (GrPrice@lincoln.ac.uk).

JOB PURPOSE

General
- To work with colleagues on curriculum development and the advancement of the Education and Training programme
- To design and deliver teaching of level four and five modules.
- To undertake learner tutoring and support.
- To carry out a limited number of additional activities in support of the academic work of the department and/or Project Selborne.

Specific to this post upon appointment:

- Design and deliver content and assessment for modules in Education and Training.
- Participate in the marking and moderation process and provide feedback for learners.

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

- Engage in teaching on Undergraduate modules as determined by the Head of Academic Development. The range of teaching duties may change from time to time.
- Contribute the design, content, and delivery of specific areas of teaching and learning and for 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

- Work alone or in collaboration with others, to develop your professional practice and/or to conduct scholarship (of discipline, or of teaching and learning)
- Generate outputs from your scholarship and/or professional practice that impact within and beyond the University and help to elevate its profile, e.g., articles, books, textbooks, blogs, keynotes, creative outputs, exhibitions, conference papers and podcasts.
- Work on own initiative and/or in conjunction with colleagues to develop revenue-raising consultancy and/or educational contract opportunities for the school/department, connecting with professional bodies or industry contacts where relevant.
- Engage in advisory roles from a professional, academic, industrial or creative perspective.
- Engage in continuous professional development to ensure currency and enhance your professional skills – including teaching and learning skills though participation in internal workshops and events.

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 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 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. - Senior Lecturer/Programme leader - Selborne Programme Director and Project Team. - LALT academic, administrative, and technical staff. - Support Services Staff.	- Team Fisher Head of Teaching, Learning & Development. - Team Fisher Learning Transformation Team. - Team Fisher Curriculum Design Team. - 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
Higher Degree in relevant discipline or equivalent demonstrated through professional practice record of achievement	D	A
Post-16 teaching qualification.	E	A
HEA/Advance HE Fellowship	D	A
Experience:		
Teaching or training in Post compulsory Education	E	A
Curriculum design and development	D	A
Personal tutoring and/or providing academic and pastoral support to learners	D	A/I
Effective use of digital learning management systems	E	A/I
Interdisciplinary work relevant to the department	D	A/I
Skills and Knowledge:		
Depth and breadth of subject understanding	E	A
Evidence of continuing professional development	D	I
Knowledge of Education and Training	E	A/I
Ability to teach and assess across the range of taught levels offered	E	A/I
Confidence with online delivery	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 work on own initiative	E	A/I
Excellent written and verbal communication skills with diverse audiences.	E	A/I
Good organisational and time management skills	E	I
Excellent interpersonal skills and intercultural awareness	E	A/I
Competencies and Personal Attributes:		
Enthusiasm and commitment to teaching, learning and research	E	I
Ability to inspire enthusiasm in others	E	I
Team working and collaboration	E	I
Flexibility, adaptability and resilience	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	PBP	GPH