

Role Profile: Grade F: Lecturer (Education and Scholarship)

This role profile builds on the demands, level of competence and responsibility expected of staff in the same job family at Grade E level.

The role profile indicates the expectations and responsibilities of staff at this level. This does not mean that they will be expected to do all of the listed activities all of the time, nor does it guarantee that they will be given the opportunity to do all of these activities, although it does mean that the University can expect/require a member of staff at that level to do any of these activities, with reasonable notification and support. Similarly, the role profile is not exhaustive, and a role holder may be required to undertake other duties of similar level and responsibility. In some roles and disciplines, some of the activities detailed below will be essential requirements of the role.

Teaching and learning support

Appointments at this level may be required to:

- Design, develop and produce teaching and learning material and deliver either across a range of modules or within a subject area.
- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects and the academic elements of field trips and, where appropriate, placements.
- Identify areas where current provision is in need of revision or improvement.
- Contribute to the planning, design and development of objectives and material.
- Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
- Set, mark and assess work and examinations and provide feedback to students.
- Ensure that module design and delivery comply with the quality standards and regulations of the university and School.

Scholarship

Appointments at this level may be required to:

- Engage in scholarship as required to support teaching activities.
- Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities.
- Make presentations at national and international conferences and similar events.

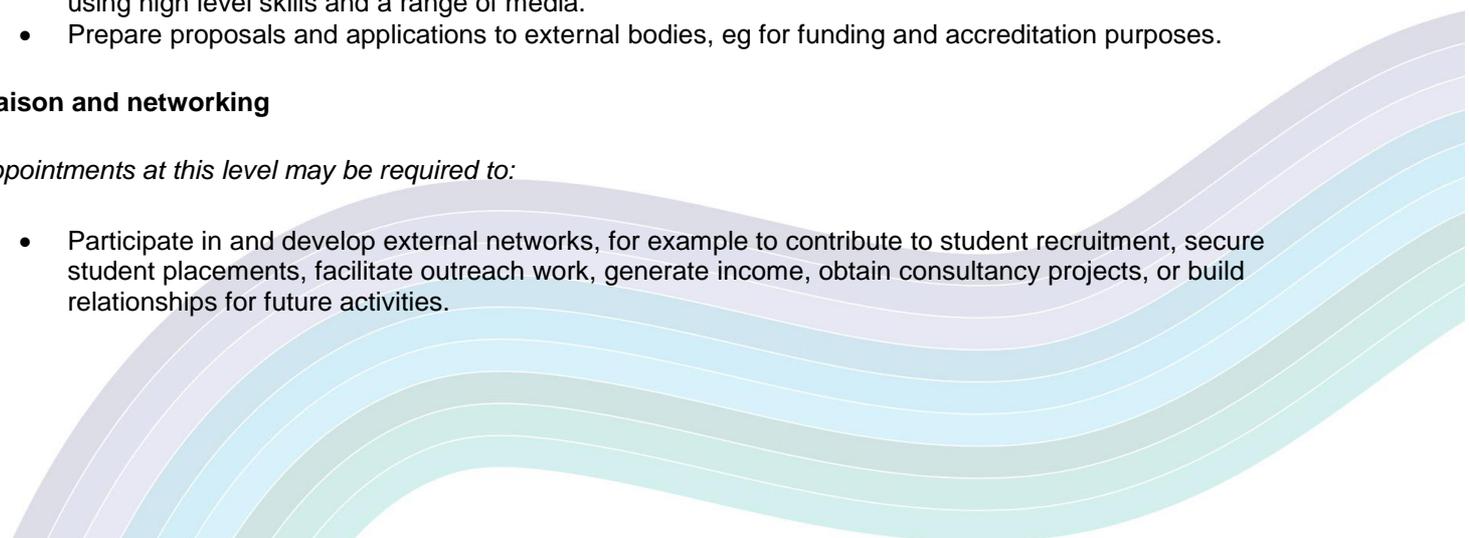
Communication

Appointments at this level may be required to:

- Routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media.
- Prepare proposals and applications to external bodies, eg for funding and accreditation purposes.

Liaison and networking

Appointments at this level may be required to:

- Participate in and develop external networks, for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.
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Managing people

Appointments at this level may be required to:

- Mentor colleagues with less experience and advise on personal development
- Depending on the area of work, supervise the work of others.
- Co-ordinate the work of others to ensure modules are delivered to the standards required.

Teamwork

Appointments at this level may be required to:

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Co-ordinate the work of colleagues to identify and respond to students' needs.

Pastoral care

Appointments at this level may be required to:

- Be responsible for the pastoral care of students within a specified area.

Initiative, problem-solving and decision-making

Appointments at this level may be required to:

- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Develop ideas for generating income and promoting the subject.
- Develop ideas and find ways of disseminating and applying the result of scholarship.
- Exercise sole responsibility for the design and delivery of own modules and assessment methods.
- Collaborate with colleagues on the implementation of assessment procedures.
- Advise others on strategic issues such as student recruitment and marketing.
- Contribute to the accreditation of programmes and quality control processes.
- Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

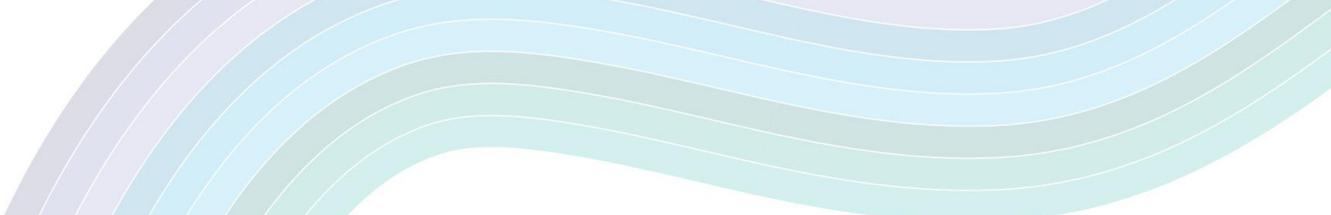
Planning and managing resources

Appointments at this level may be required to:

- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work and the organisation of external activities such as placements and field trips.
- Be responsible for administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress and student attendance.

Sensory, physical and emotional demands

Appointments at this level may be required to:



- Balance the pressures of teaching and administrative demands and competing deadlines.

Work environment

Appointments at this level may be required to:

(Like all the elements, this builds on the demands in the profiles at lower levels. In this case there is no additional demand from Grade E level.)

Expertise

Appointments at this level may be required to:

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support.
- Use a range of delivery techniques to enthuse and engage students.

