

## Job Description

<b>Group Member:</b>		University Centre Leeds	
<b>Job Title:</b>		HE Lecturer	
<b>Reports to:</b>		Programme Development Manager	
<b>Job Grade</b>	T2	<b>Department</b>	Teacher Training, Learning & Development

### ROLE SUMMARY:

HE Lecturers are responsible for the development (including reviewing and updating), preparation and delivery of modules of study, including designing assessments and assessing students' work. To support this activity, they are required to engage in regular and ongoing research and scholarly activity in order to ensure that module content and subject pedagogy remain current and contemporary.

### SPECIFIC ROLE RESPONSIBILITIES:

- Responsible for retention, achievement and attendance rates for identified modules.
- Responsible for developing and reviewing modules of study, including content, learning outcomes, assessment strategies and indicative sources, in line with awarding body regulations, ensuring that academic standards are set and maintained in line with the sector.
- Ensure that curriculum remains current with developments in the sector and meets student demand as well as local community, economic and employer requirements.
- Engage in scholarly activity and/or research which will have a positive impact on the student experience.
- Maintain and update knowledge of the subject and/or vocational area
- Maintain and update knowledge of education research to develop evidence-based practice.
- Engage in HE staff development including DELTAR.
- Be responsible for tutor group/groups, providing tutorial support and ensuring that student progress is monitored, supported and tracked.
- Develop and employ effective assessment activities for identified modules.
- Carry out internal moderation duties in line with HE quality assurance processes.
- Ability to participate in evening/weekend work as required.
- Any other duties that are specific to the department.
- Assistance in the preparation, support and participation of examinations and invigilation across the Group.

**CORE RESPONSIBILITIES:**

- Responsible for retention, achievement and attendance rates for identified cohorts.
- Responsible for developing new units in line with government policy, and awarding organisations.
- Deliver and assess essential knowledge and understanding to learners.
- Be responsible for a tutor group/groups, providing tutorial support and recording student progress.
- Motivate and inspire students to achieve targets and develop their skills and knowledge to enable progression.
- Reflect on what works best in teaching and learning to meet the diverse needs of students.
- Adapt curriculum delivery methods to maximise their effectiveness, including through the use of technology.
- Plan, prepare and develop effective schemes of work, lesson plans, teaching and learning resources including the development of on-line learning resources for identified modules.
- Deliver inspiring sessions across the curriculum using a wide range of teaching methods for identified modules.
- Assess student work, provide constructive and timely feedback to motivate and inspire the learner to improve and record learners' progress for identified modules.
- Create SMART targets, record and monitor progress against them. Implement positive interventions where needed, for students undertaking identified modules.
- Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence.
- Consider and employ the most effective delivery methods, including blended learning and technology enhanced learning.
- Carry out internal verification duties.
- Undertake review processes to develop and improve identified modules/course(s).
- Implement evidence-based strategies to ensure high levels of retention, achievement, success and attendance for identified cohorts.
- Develop and strengthen relationships with learners and provide support to ensure successful outcomes.
- Participate in marketing and student recruitment activities including, interviews and open evenings.
- Contribute to learner recruitment processes including providing advice and guidance, enrolment and induction processes.
- Maintain and actively engage in quality and professional standards.
- Participate, as appropriate, in the College's examination process.

## GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	HE Lecturer
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the personal statement section of the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C = Certificate, MT = Micro Teach, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Relevant highest-level vocational qualification or degree in teaching subject	A / C
E	Q2. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A / I / C
E	Q3. Fellowship of HEA or commitment to achieve within 2 years	A / I / C
E	Q4. Relevant up to date subject knowledge at the appropriate level	A / I / P
D	Q5. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / C
D	Q6. Higher degree, e.g. Masters	A / C

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Recent lecturing experience in relevant subject areas (PGCE teaching placements/experience would also qualify here)	A / I / MT
E	EK2. Experience of positively managing student progression, advice and guidance in an FE, CBHE or university setting	A / I
E	EK3. Experience of developing creative learning materials for groups of learners	A / I / MT
E	EK4. Experience of undertaking internal moderation activities	A / I
E	EK5. Proven commitment to continuous professional development	A / I
D	EK6. Experience of engaging in research or scholarly activity.	A / I
D	EK7. Experience of HE curriculum design/development	A / I
D	EK8. Experience of undertaking external examiner roles	A / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Ability to plan and deliver quality teaching across identified modules	A / I / MT
E	SC2. Ability to inspire and motivate learners to achieve their optimum	A / I / MT
E	SC3. Exceptional verbal /written communication and interpersonal skills	I / MT
E	SC4. Ability to be adaptable and flexible towards the requirements of different learner needs	A / I / MT

D	SC5. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	A / I / T
D	SC6. Ability to provide productive insight into the review process and development of identified courses	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I