Job Profile
(Overview, Role Detail and Person Specification)

Title: Senior Lecturer A
Grade: 9
Hours: Full Time/Part Time
Contract   Permanent/Temporary

Duties and responsibilities

The duties and responsibilities of this post are as follows. The postholder will be expected to carry out the following as and when required.

As a Senior Lecturer you will:

Teaching and Learning / Scholarship

- Effectively lead taught modules and contribute appropriately to programmes, taking a lead role in curriculum delivery and organisation, including teaching;

- Contribute effectively to the design and planning of the curriculum, including the writing of course validation documentation as required, ensuring compliance with the University's Academic Regulations and Quality Management Handbook;

- Seek to enhance the quality of education that students receive by ensuring that high standards are maintained in their own teaching, through regularly engaging with appropriate professional development activities;

- Develop and use teaching and learning strategies across aspects of a course, which encourage student involvement and advances their independent learning, adapting delivery to suit students' needs;

- Collaborate with colleagues in the continuous review and development of Department's programmes;

- Supervise and monitor undergraduate and postgraduate taught students and supervise and monitor the work of research students;

- Actively support and carry out research and scholarship which supports and informs programme currency delivery;

- Reflect on your own teaching and implement ideas for improving your own performance;

- Contribute effectively towards the development of the Department within an established programme of study.

Student Support

- Effectively oversee the welfare, progress, examination, assessment and marking of the students as designated by the Head of Department (or their deputy);

- Take responsibility for specific aspects of the assessment process e.g. moderation or liaison with external examiner;

- Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a number of students;

- Take an advisory role in complex cases of support for a student.

Research (for those who have Significant Responsibility for Research)

- Publish and disseminate the results of research in peer-reviewed journals or other appropriate outlets of recognised academic quality in line with area of expertise;

- Contribute effectively to, and lead as appropriate, research and/or enterprise projects including identifying and making credible bids for funding to support the projects;

- Enhance and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community;

- Apply for grant funding and manage, as appropriate, any grants which are secured;

- Supervise and manage research projects if required.

Leadership / Service / Externality

- Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute;

- Co-ordinate others to ensure module(s) are delivered to the standards required and to identify & respond to students' needs;

- Lead on quality assurance and course evaluation, including facilitating student feedback;

- Contribute effectively towards the development of the Department including taking lead responsibility for nominated projects and participating in VASP committees;

- Responsible for the overall quality auditing of course provision to identify areas where current provision is in need of revision or improvement;

- Develop others with ability to mentor colleagues in developing both their research agendas as well as teaching portfolios.

- Be a fully active member of relevant Departmental/Faculty/Institutional business/committees and contribute to partnership working, projects and enterprise activity with external colleagues and service users (where appropriate);

- Promote the work of the Institution and participate in the recruitment, selection and induction of students;

- Participate in and develop additional external networks/operational links to further the development and reputation of the department and of the University;

- Effectively manage relationships with key stakeholders;

- Take part in relevant internal boards, committees and working groups as required;

- Organise and administer tasks in an efficient and effective manner;

- Carry out any other duties as requested by Head of Department/Line Manager, commensurate with the grade of the post.

Person Specification:

Qualifications

	The successful candidate should:	Essential/ Desirable
1	A good relevant honours degree or equivalent qualification and experience of Higher Education learning	Essential
2	PhD or equivalent (normally by publication but where appropriate through professional achievement)	Essential
3	HE teaching qualification, or commitment to achieve one within two years of appointment	Essential
4	Advance HE Fellowship, or commitment towards	Essential

Skills and Knowledge

	The successful candidate should have:	Essential/ Desirable
5	A well-developed breadth of subject knowledge and a record of successful engagement with professional development opportunities	Essential
6	Successful record of having developed and used to good effect, flexible and innovative approaches to the design and execution of teaching, learning and assessment	Essential

Experience

	The successful candidate should have:	Essential/ Desirable
7	Significant experience of innovative undergraduate and postgraduate teaching in higher education	Essential
8	Experience of securing and undertaking externally funded research and/or enterprise activity, where appropriate	Desirable
9	Proven ability to support the diverse academic and personal needs of individual students	Essential
10	Evidence of research publication activity in peer reviewed research journals for those with significant responsibility for research	Essential
11	Evidence of having developed successfully networks with colleagues, students and external stakeholders.	Essential
12	A record of having developed the student employability agenda in the department/institution through networking, employer engagement and student learning.	Desirable