THE TIMES
THE SUNDAY TIMES
GOOD UNIVERSITY GUIDE 2022
MODERN UNIVERSITY OF THE YEAR

Associate Tutor in Professional Education (Inclusion)

Faculty of Education

EHAT2150-1122

Grade 7 Lecturer. Points 27-30.
Salary for this grade: £32,348 - £35,333 per annum, pro rata
Grade 8 Lecturer. Points 31-35.
Salary for this grade: £36,386 - £40,931 per annum, pro rata.

Contract/Hours: Associate Tutor Bank

disability confident EMPLOYER

MINDFUL EMPLOYER

hr HR EXCELLENCE IN RESEARCH

DORA

Athena SWAN Bronze Award

About the Faculty

The Department of Professional Learning within the Faculty of Education delivers a range of postgraduate programmes for the whole school workforce, including specific programmes related to SEN(D) and Inclusion.

We are able to provide an opportunity for a colleague to join our innovative team.

About the Role

We are seeking to appoint an outstanding colleague to join our team of experts. You will have experience as a practitioner in the field of SEN(D) and Inclusion. The successful candidate will be expected to contribute and play a leading role in the Postgraduate Inclusion Programmes, through engagement in the planning, teaching and assessment of modules. Candidates should be committed to student success and innovation in learning, teaching and assessment and to the development of their personal research profile in the field of Special Educational Needs and Inclusion.

Highly effective communication and teamwork skills coupled with an enthusiastic and well-informed teaching style are essential for this post. You must be prepared to develop modules and teach across programmes to enhance and support the vision of the department. You will actively contribute to the research culture within the department through conference presentation and publication as appropriate to your development as a researcher.

The specific nature of this post will require the post holder to work in a number of locations both regionally and nationally; a willingness and ability to travel are essential requisites for this post.

Reward & Benefits

We want you to feel happy when you come to work and proud when you go home.

From the moment you join us you have the opportunity to enhance your skills. We offer various routes for progression, a range of specialist development sessions and academic development opportunities along with an award winning and comprehensive staff health & wellbeing programme (HR Excellence Awards 2017). This means you will receive a full academic induction, benefit from the Edge Hill University CPD scheme (UKPSF) and our annual University Learning and Teaching day all to support your professional development.

This is just a taste of what we are able to offer you at Edge Hill University.

About Us

Edge Hill University is an ambitious institution, based on an attractive, award-winning 160-acre campus in Lancashire, close to Liverpool and Manchester. The University aspires to combine excellent research of reach and significance with a world-class student experience.

Edge Hill University was named Modern University of the Year in the Times and Sunday Times Good University Guide 2022 and shortlisted for the overall UK University of the Year award. With this award the University was called 'one of the shining stars of the modern university sector.' The award has come closely after Edge Hill was awarded University of the Year in the Educate North Awards 2020/21.

Edge Hill University appears in the Times Higher Global Rankings (801-1000) and has previously held the coveted UK University of the Year title, awarded by Times Higher Education in 2014/2015.

Other recent successes include a Global Teaching Excellence Spotlight Award (2018) from Advance HE in association with Times Higher Education, being ranked in the top 10 for teaching by the Times/Sunday Times Good University Guide 2017, top in the North West for student experience (Time Higher Education 2017), and top in the UK for student accommodation in the 2017 WhatUni Awards.

Edge Hill University has achieved both Athena Swan Bronze and the European Commission's 'HR Excellence in Research Award' (first awarded 2018 and reawarded 2021), which acknowledges alignment with the principles of the European Charter for Researchers and Code of Conduct for researcher recruitment. The process incorporates both the QAA Code of Practice for Research Degree Programmes and the Concordat to Support the Career Development of Researchers.

Associate Tutor

Duties and Responsibilities

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

Corporate Responsibilities

The post-holder will:

a)   Participate in Edge Hill University's decision-making process.

b)   Contribute to and serve as appropriate on internal committees, working and advisory groups.

c)   Contribute to the fulfilment of Edge Hill University's Mission Statement and Strategic Plan by implementing agreed Edge Hill University policy.

d)   Encourage and promote the generation of income including the provision of research and consultancy.

e)   Promote and implement the University's equal opportunities policies.

Specific Duties and Responsibilities

The post-holder will be expected, as and when required, to:

1.   Undertake professional activities as part of the research/scholarly activity aspect of the contract of employment, to ensure that professional knowledge and credibility are maintained and developed.

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

3.   Plan, prepare for, teach and assess postgraduate research informed modules, as a Module Tutor in the area of SEN(D) and Inclusion focusing specifically on Professional Development and in other appropriate aspects of the Faculty's work.

4. Undertake activities relates to marking of student assessments and observations.

5. Attend training and meetings related to modules/programmes you are involved in as a tutor.

6. Use teaching and learning strategies which encourage student involvement and advance their independent thinking.

7. Act as a Personal Tutor/Visiting Tutor providing academic and personal support and referring students to further support services as required.

8. Contribute effectively to the development of collaborative research and impact activities in line with the wider University strategy.

9. Contribute to marketing, recruitment and admissions activities, including considering applications, conducting interviews, contributing to open events and supporting other promotional events.

10. Contribute to Faculty programmes and procedures designed to support and enhance student experience from the application process through to successful completion and further continual professional development opportunities.

11. Play a role in expanding existing departmental and University-wide partnership work with the wider children's workforce through engagement with, for example, local authorities, charities, education and care providers and other organisations working with children and their communities, especially those with expertise in Inclusion and SEN(D).

12. Work as part of the team to develop a number of modules within the department at postgraduate level focusing on Inclusion and SEN(D)

13. Fulfil the required quality assurance actions involved in the above duties and in conducting and acting on evaluations *with assistance from colleagues when required*.

14. Take an active part in the Department's Peer Review and Teaching Observation Programme.

15. Undertake other duties deemed appropriate by the line manager (or representative) and commensurate with the post.

In addition to the above all Edge Hill University staff are required to:

a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety

b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons

c) Undertake appropriate learning and development activities as required

d) Participate in Edge Hill's Performance Review and Development Scheme

e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner

f) Demonstrate excellent Customer Care in dealing with all customers

It is important to note that all of our Associate Tutor posts are academic pensionable posts and are eligible for Teachers Pension Scheme membership.

It is important to note that the successful applicant will be required to undertake an enhanced disclosure for you from the Disclosure and Barring Service and that this will form part of the conditions of offer of employment.

Associate Tutor

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I) & Presentation (P).

		Essential	Desirable	Method of Assessment (A,S,I,P)
Qualifications				
1.	A good relevant honours degree or equivalent qualification and experience of Higher Education learning	*		A
2.	Higher qualifications relevant to the post, such as a PhD, a professional qualification, or evidence of satisfactory progress towards such qualifications		*	A
Experience & Knowledge				
3.	Successful teaching experience in Higher Education or other evidence of the ability to be an effective teacher at this level	*		S/I
4.	Relevant subject knowledge as evidenced through qualifications, prior teaching experience or research	*		S/I
Teaching, Learning & Assessment				
5.	An effective communications style and interpersonal skills	*		S/I

		Essential	Desirable	Method of Assessment (A,S,I,P)
6.	Ability to develop and use effective, flexible, and innovative approaches to teaching, learning and assessment	*		S/I
7.	Ability to use Information and Communication Technology (ICT) to support teaching and learning	*		S/I
8.	Ability to contribute to the assurance of academic quality and standards	*		S/I
9.	Ability to support the diverse academic and personal needs of individual students	*		S/I
Scholarly Activity & Research				
10.	Ability to engage in innovation, knowledge construction and knowledge dissemination	*		S/I
Management & Administration				
11.	Ability to support the general development of the department, the faculty, and the institution	*		S/I

	Essential	Desirable	Method of Assessment (A,S,I,P)
Competencies and Personal Attributes			
12. Enthusiasm	*		I
13. Commitment	*		I
14. Team working	*		I
15. Good interpersonal skills	*		I
16. Flexibility and adaptability	*		I

Candidate Guidance

When you are ready to start the formal application process, please visit our Current Vacancies page and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy you may wish to contact: Lisa O'Connor at oconnorl@edgehill.ac.uk

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.