



# Job Description and Person Specification

## Summary

<b>Job title:</b>	Lecturer or Senior Lecturer in Youth, Education and Community
<b>Faculty:</b>	Faculty of Education
<b>Reference:</b>	EHT0767-0725
<b>Grade and Salary:</b>	Grade 8. £39906 - £44746 per annum. Points for grade: 31-35. Grade 9. £46049 - £51753 per annum. Points for grade: 36-40.
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	Full Time (37 hours per week)
<b>Location:</b>	Ormskirk Campus

## About the Faculty

We have been educating the teaching and education workforce for almost 140 years. Our vision of 'working creatively with others to enhance life chances' is at the heart of who we are as a working family. We focus relentlessly on harnessing the power of education to transform lives, every day, in everything we do with our students and strategic partners.

The Faculty is one of the largest Initial Teacher Education providers in the country and in March 2024, became the first higher education institution in England to be rated 'outstanding' by Ofsted in all three teacher education phases. Alongside this we have an expanding portfolio of well-respected education provision where we work with diverse professionals to address local, national, and global challenges in education and related fields.

We believe that everyone has the right to access education regardless of their learning journey and life experiences. Our portfolio provides an inclusive lifelong learning journey in education, from foundation degrees to doctoral study, recognising the experiences our students bring as they study with us.

We are a diverse, publicly engaged, collaborative team with an international reputation for developing and implementing impactful research, knowledge exchange, and continuing professional development. The Faculty is also home to two research centres: the Centre for Mental Health, Sport and Physical Activity Research and International Centre for Early Years Education.

## About the Role

As Lecturer or Senior Lecturer in Youth, Education and Community, you will be required to make a significant contribution to the development and delivery of our expanding undergraduate and postgraduate provision in youth, education, and local communities, including through apprenticeship routes. The role will require you to undertake impactful and income-generating research and knowledge exchange activities in the field, and work closely with our strategic cross-sector stakeholders (including youth organisations, the third and private sector, businesses, and SMEs) to provide our students with a high-quality learning and teaching experience which will enable them to pursue graduate careers that positively impact the lives of young people.

We are especially keen to hear from applicants with a passion and commitment to our Faculty vision of *Working Creatively with Others to Enhance Life Chances*, and to meeting the needs of young people locally, in the surrounding regions, nationally and globally. Applicants with experience of teaching, research and knowledge exchange in one or more of the following areas are particularly encouraged to apply:

- Education, employment, skills and training
- Health and wellbeing
- Holistic youth development
- Rights-based youth work and voice
- Community based youth and social change programmes (e.g. education, crime prevention, culture, sport)
- Youth activism
- Youth cultures and lifestyles
- Youth justice and offending
- Youth leadership
- Youth and social work

You will be expected to contribute to the research activities of one of our Research Units and meet the qualitative and qualitative requirements for submission to the next Research Excellence exercise. You will also be expected to contribute to the work of at least one of the Faculty's research centres, and have the opportunity to supervise postgraduate students where appropriate.

## About You

You will be an enthusiastic, highly skilled and friendly professional with excellent communication, leadership and interpersonal skills coupled with a commitment to providing an excellent experience for our students, staff, and external partners who seek to positively impact the lives of young people. You will have an excellent understanding of current national and regional policy priorities for youth, education and communities, and will ideally have a proven ability to lead the strategic development of undergraduate and postgraduate taught provision in these areas. To be successful, you will enrich our students' experience through your expertise and subject knowledge as evidenced through your qualifications, professional practice, and extensive experience of teaching and providing students with authentic, real-world, assessment opportunities. You will have previous experience of providing students at all levels with a high-quality learning experience resulting in excellent graduate outcomes, and preferably have a track record of successfully supervising postgraduate students to completion. You will ideally also have a growing track record of research relevant to youth, education and community, and of securing external income to support research and knowledge exchange activities in these areas.

## **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, be enrolled if appropriate on our PGCTHE, benefit from the Edge Hill University CPD scheme (UKPSF) and our annual University Learning and Teaching Day all to support your professional development. You may also benefit from joining one of our free evening foreign language classes.

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.

## **Job Description for Lecturer (Grade 8)**

### **Duties and Responsibilities**

The responsibilities of a Lecturer are wide ranging and many change over time according to the development needs of the Department and the individual. As a Lecturer you will be expected to:

#### **Teaching, Learning & Scholarship**

1. Contribute to the curriculum development of the Subject/Department academic programmes and wider Faculty where appropriate, producing high quality, innovative teaching and learning material, informed by research and professional practice (where appropriate) to support and develop student learning, engagement and application in practice (where appropriate) at undergraduate and postgraduate level;
2. Enhance the quality of education and provision by ensuring that you maintain high standards of learning and teaching;
3. Use teaching and learning strategies, which encourage student involvement and advance their independent learning, adapting delivery to suit learners' needs;
4. Engage in subject professional and pedagogy research and/or scholarship as required to support teaching activities;
5. Contribute effectively to the design, planning and administration of the curriculum including preparation of your own teaching and learning materials and course documentation;
6. Contribute effectively to curriculum delivery, at the modular level, taking lead responsibility, where appropriate, within undergraduate and/or postgraduate levels;

#### **Student Support**

1. Effectively oversee the welfare, progress, examination, assessment and marking of the students as designated by the Head of Department (or their deputy);
2. Provide effective support to individual students and groups of students in accordance with Edge Hill University's procedures, referring students to further support services as appropriate;
3. Promote the work of the University and participate in the recruitment, selection and induction of students;
4. Undertake, as and when required, and in accordance with Edge Hill procedures, personal tutor responsibilities (academic and pastoral);
5. Support learning in practice, including placement/mentor preparation and practice



audits (where appropriate).

## **Research**

For those who have significant Responsibility for Research:

1. Publish, or show evidence of working towards publication of research consistent with the department's priorities in appropriate peer-reviewed journals;
2. Begin to develop and maintain links with cognate disciplines within the Faculty, University, Industry and the Community as part of a coherent research-dissemination strategy;
3. Collaborate with colleagues to identify and make credible bids for external funding through research grants and contracts and in developing collaborative research income- generating ideas.

## **Leadership, Service & Externality**

1. Be an active member of relevant Departmental/Faculty/Institutional committees and contribute to partnership working with external colleagues and service users (where appropriate);
2. Contribute to faculty business, project management and/or enterprise;
3. Assist in student recruitment activities including Open Days, interviews or auditions;
4. Engage in appropriate training programmes provided by the University such as preparation for VASP membership;
5. Establish networks (professional and academic) to maintain currency and personal development;
6. Carry out any other duties as reasonably requested by Head of Department. Generally, these will be relatively limited in order to allow the role holder to take advantage of planned developmental and research opportunities.

Applicants with Qualified Teacher Status will also be expected to:

- Act as a Link Tutor to support students, their Mentors and Supervisors during Professional Practice and Work-Based Learning experiences, ensuring that students' targets and individual needs are met and providing appropriate guidance to schools and settings to ensure the quality of training and support.
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- Play a significant role in expanding existing partnership work in your specialist area through engagement with schools, education providers and other organisations.
- Play a significant role in ensuring readiness for Ofsted inspections.
- Draw on student data to inform student support patterns/requirements.

## Person Specification for Lecturer (Grade 8)

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. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

### Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
A good relevant honours degree or equivalent qualification and experience of Higher Education learning.	Essential	Application
Qualified Teacher Status	Desirable	Application
PhD or equivalent (normally by publication but where appropriate through professional achievement of a comparable nature).	Essential	Application
Higher Education (HE) teaching qualification, or commitment to achieve one within two years of appointment.	Essential	Application and Interview

### Knowledge and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Relevant knowledge of Higher Education curricula or other evidence of the ability to be or become an effective, research-informed teacher and assessor across the range of taught levels appropriate to the post.	Essential	Supporting Statement and Interview
Excellent, effective and adaptive teaching skills underpinned by sound pedagogical principles.	Essential	Supporting Statement and Interview
Developing breadth and depth of subject knowledge and evidence of continuing professional development.	Essential	Supporting Statement and Interview
Evidence of ability to work in a team and the emotional intelligence to support students in their studies through academic tutoring.	Essential	Interview



## Experience

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to support the diverse academic and personal needs of individual students.	Essential	Supporting Statement and Interview
Proven capacity to conduct and publish research or contributions to professional practice, ability to engage in academic and professional networking through active membership of associations, societies and professional bodies. (This criterion assumes you have or aspire to having significant responsibility for research).	Essential	Supporting Statement and Interview
Excellent communication skills, both written and verbal, and excellent interpersonal skills with the ability to liaise effectively with colleagues, students and external stakeholders.	Essential	Supporting Statement, Interview and Presentation.
Ability to work on one's own initiative, to reflect on one's own skills and knowledge, and to seek opportunities to develop.	Essential	Supporting Statement and Interview

## Competencies and Personal Attributes

Criteria	Essential or Desirable Criteria	Method of Assessment
Enthusiasm	Essential	Interview
Commitment	Essential	Interview
Team working	Essential	Interview
Good interpersonal skills	Essential	Interview
Flexibility and adaptability	Essential	Interview

## **Job Description for Senior Lecturer (Grade 9)**

### **Duties and Responsibilities**

The responsibilities of a Senior Lecturer are wide ranging and many change over time according to the development needs of the Department and the individual. As a Senior Lecturer you will be expected to:

#### **Teaching, Learning & Scholarship**

1. Effectively lead taught modules and contribute appropriately to programmes, taking a lead role in curriculum delivery and organisation, including teaching;
2. 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;
3. 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;
4. 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;
5. Collaborate with colleagues in the continuous review and development of Department's programmes;
6. Supervise and monitor undergraduate and postgraduate taught students and supervise and monitor the work of research students;
7. Actively support and carry out research and scholarship which supports and informs programme currency delivery;
8. Reflect on your own teaching and implement ideas for improving your own performance;
9. Contribute effectively towards the development of the Department within an established programme of study.

#### **Student Support**

1. Effectively oversee the welfare, progress, examination, assessment and marking of the students as designated by the Head of Department (or their deputy);
2. Take responsibility for specific aspects of the assessment process e.g. moderation or liaison with external examiner;

3. Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a number of students;
4. Take an advisory role in complex cases of support for a student.

## **Research**

For those who have significant Responsibility for Research:

1. 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;
2. Contribute effectively to, and lead as appropriate, research and/or enterprise projects including identifying and making credible bids for funding to support the projects;
3. Enhance and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community;
4. Apply for grant funding and manage, as appropriate, any grants which are secured;
5. Supervise and manage research projects if required.

## **Leadership, Service & Externality**

1. 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;
2. Co-ordinate others to ensure module(s) are delivered to the standards required and to identify & respond to students' needs;
3. Lead on quality assurance and course evaluation, including facilitating student feedback;
4. Contribute effectively towards the development of the Department including taking lead responsibility for nominated projects and participating in VASP committees;
5. Responsible for the overall quality auditing of course provision to identify areas where current provision is in need of revision or improvement;
6. Develop others with ability to mentor colleagues in developing both their research agendas as well as teaching portfolios.

7. 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);
8. Promote the work of the Institution and participate in the recruitment, selection and induction of students;
9. Participate in and develop additional external networks/operational links to further the development and reputation of the department and of the University;
10. Effectively manage relationships with key stakeholders;
11. Take part in relevant internal boards, committees and working groups as required;
12. Organise and administer tasks in an efficient and effective manner;
13. Carry out any other duties as requested by Head of Department/Line Manager, commensurate with the grade of the post.

Applicants with Qualified Teacher Status will also be expected to:

- Act as a Link Tutor to support students, their Mentors and Supervisors during Professional Practice and Work-Based Learning experiences, ensuring that students' targets and individual needs are met and providing appropriate guidance to schools and settings to ensure the quality of training and support.
- Play a significant role in expanding existing partnership work in your specialist area through engagement with schools, education providers and other organisations.
- Play a significant role in ensuring readiness for Ofsted inspections.
- Draw on student data to inform student support patterns/requirements.

## Person Specification for Senior Lecturer (Grade 9)

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. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

### Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
A good relevant honours degree or equivalent qualification and experience of Higher Education learning.	Essential	Application
Qualified Teacher Status	Desirable	Application
PhD or equivalent (normally by publication but where appropriate through professional achievement of a comparable nature).	Essential	Application
Higher Education (HE) teaching qualification, or commitment to achieve one within two years of appointment.	Essential	Application and Interview
Advance HE Fellowship, or commitment towards.	Essential	Application and Interview

### Knowledge and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
A well-developed breadth of subject knowledge and a record of successful engagement with professional development opportunities.	Essential	Supporting Statement and Interview
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	Supporting Statement and Interview

## Experience

Criteria	Essential or Desirable Criteria	Method of Assessment
Significant experience of innovative undergraduate and postgraduate teaching in higher education.	Essential	Supporting Statement and Interview
Experience of securing and undertaking externally funded research and/or enterprise activity, where appropriate.	Desirable	Supporting Statement and Interview
Proven ability to support the diverse academic and personal needs of individual students.	Essential	Supporting Statement, Interview and Presentation
Evidence of research publication activity in peer reviewed research journals for those with significant responsibility for research.	Essential	Supporting Statement and Interview
Evidence of having developed successfully networks with colleagues, students and external stakeholders.	Essential	Supporting Statement, Interview and Presentation
A record of having developed the student employability agenda in the department/institution through networking, employer engagement and student learning.	Desirable	Supporting Statement and Interview

## Competencies and Personal Attributes

Criteria	Essential or Desirable Criteria	Method of Assessment
Enthusiasm	Essential	Interview
Commitment	Essential	Interview
Team working	Essential	Interview
Good interpersonal skills	Essential	Interview
Flexibility and adaptability	Essential	Interview

## Candidate Guidance and How to Apply

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.

For informal enquiries about this vacancy, you may wish to contact: Dr Helen O'Keeffe, Pro Vice-Chancellor and Dean of Faculty of Education at [OKeeffeh@edgehill.ac.uk](mailto:OKeeffeh@edgehill.ac.uk) or Professor Andy Smith, Head of Department, Secondary and Further Education at [Smithand@edgehill.ac.uk](mailto:Smithand@edgehill.ac.uk).

When you are ready to start the formal application process, please [visit our Current Vacancies website](#), search for the role you wish to apply for, and select the 'Apply Online' button at the bottom of the job advert. 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 you can move backwards and forwards between individual form sections at any time prior to application 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.

As part of your application, you will be asked to provide details of two referees. Please see our application form for guidance on how to nominate your referees.

You are able to upload a CV to the application form to supplement your application and supporting statements.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11:59pm on this date. Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

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.

If you are offered the post, the offer will be subject to pre-employment clearance. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity and evidence of your qualifications and professional memberships as referenced as essential or desirable in the person specification for this role. You will also be asked to complete onboarding forms including a pre-employment health questionnaire to support the University make appropriate adjustments to support you in the role. The University will also contact the referees you have nominated. Please note that you may be asked for alternative or additional referees as we seek references that cover your previous three years of employment history. Following successful completion of pre-employment clearances (including an Enhanced



Disclosure and Barring Service check, as relevant, please see job advert) a start date will then be arranged with you.