



Job Description and Person Specification

Summary

Job title:	Lecturer / Senior Lecturer in Primary and Early Years
Faculty:	Faculty of Education
Reference:	EHT1131-0826
Grade and Salary:	Grade 8. £39906 - £44746 per annum. Points for grade: 31-35. Grade 9. £46049 - £51753 per annum. Points for grade: 36-40.
Contract Type:	Permanent
Hours:	Full Time (37 hours per week)
Location:	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 across all three teacher education phases. Alongside this, we have an expanding portfolio of highly respected education provision, through which we work with diverse professionals to address local, national, and global challenges in education and related fields.

Reflecting the Faculty's commitment to providing innovative, high-quality, and sector-leading provision in teaching, research, and knowledge exchange, it recently established a new School of Initial Teacher Education and a new School of Education. We believe that everyone has the right to access education, regardless of their learning journey and life experiences. Our portfolio provides an inclusive and flexible lifelong learning journey in education, from foundation degrees to doctoral study, enabling our students to succeed in whatever they choose to do.

We are a diverse, publicly engaged, and 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/Senior Lecturer in Initial Teacher Education (Primary/ Early Years), you will be required to make a significant contribution to the delivery of our undergraduate and postgraduate primary and early years curriculum. You will be expected to hold Qualified Teacher Status and have substantial experience of curriculum design and delivery in primary and early years education. Ideally, you will also have experience of contributing to the delivery of university-based Initial Teacher Education at Level 7.

You will be expected to contribute to the research and knowledge exchange activities of one of our Research Units and meet the qualitative and quantitative requirements for submission to the next Research Excellence Framework exercise. Where appropriate,

you will also have the opportunity to contribute to the work of at least one of the Faculty's research centres and to supervise postgraduate students.

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 in the field of primary and/or early years education. To be successful, you will enrich our students' experience through your expertise and subject knowledge as evidenced by your qualifications and extensive experience of teaching at undergraduate and postgraduate level.

You will have previous experience of providing all students with a high-quality learning experience resulting in excellent graduate outcomes and will preferably have a track record in successfully supervising postgraduate students to completion. Where possible, you will also have a growing track record of research and of engaging in either externally funded research or knowledge exchange, and continuing professional development.

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 (Times 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 needs of the School. As a Lecturer you will be expected to:

Teaching, Learning & Scholarship

1. Contribute to the curriculum development of academic programmes and the wider Faculty, where appropriate, producing high-quality, innovative teaching and learning materials informed by research and professional practice to support and enhance student learning, engagement, and application in practice at undergraduate and postgraduate levels;
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-specific, professional, and pedagogical 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 teaching and learning materials and course documentation;
6. Contribute effectively to curriculum delivery at the module level, taking lead responsibility, where appropriate, within undergraduate and/or postgraduate programmes.

Student Support

7. Effectively oversee the welfare, progress, examination, assessment and marking of the students, as designated by the Head of School (or their deputy);
8. 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;
9. Promote the work of the University and participate in the recruitment, selection and induction of students;
10. Undertake, as and when required and in accordance with Edge Hill procedures, personal tutor responsibilities (academic and pastoral);

11. Support learning in practice, including placement and mentor preparation and practice audits, where appropriate.

Research

For those who have significant Responsibility for Research:

12. Publish, or demonstrate progress towards publication, in research aligned with the department's priorities in appropriate peer-reviewed journals;
13. Begin to develop and maintain links with cognate disciplines within the Faculty, University, Industry and the wider community as part of a coherent research dissemination strategy;
14. Collaborate with colleagues to identify and make credible bids for external funding through research grants and contracts, and to develop collaborative research income-generating initiatives.

Leadership, Service & Externality

15. Be an active member of relevant School/Faculty/Institutional committees and contribute to partnership working with external colleagues and service users (where appropriate);
16. Contribute to faculty business, project management and/or enterprise;
17. Assist in student recruitment activities including Open Days and interviews;
18. Engage in appropriate training programmes provided by the University, such as preparation for VASP membership;
19. Establish networks, professional and academic, to maintain currency and personal development;
20. Carry out any other duties as reasonably requested by Head of School.

Applicants with Qualified Teacher Status will also be expected to:

21. 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.
22. Play a significant role in expanding existing partnership work in your specialist area through engagement with schools, education providers and other organisations.

23. Play a significant role in ensuring readiness for Ofsted inspections.

24. 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	Essential	Application
PhD or equivalent through professional achievement of a comparable nature	Desirable	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, Presentation, Interview
Excellent, effective and adaptive teaching skills underpinned by sound pedagogical principles.	Essential	Supporting Statement, Interview
Developing breadth and depth of subject knowledge and evidence of continuing professional development.	Essential	Supporting Statement, Presentation, 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, 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.	Essential	Supporting Statement, 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, Presentation, Interview
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, Presentation, 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 School and the individual. As a Senior Lecturer you will be expected to:

- 25. 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.
- 26. Play a significant role in expanding existing partnership work in your specialist area through engagement with schools, education providers and other organisations.
- 27. Play a significant role in ensuring readiness for Ofsted inspections.
- 28. Draw on student data to inform student support patterns/requirements.

Teaching, Learning & Scholarship

- 29. Effectively lead taught modules and contribute appropriately to programmes, taking a lead role in curriculum delivery and organisation, including teaching;
- 30. 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;
- 31. 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;
- 32. 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;
- 33. Collaborate with colleagues in the continuous review and development of Department's programmes;
- 34. Supervise and monitor undergraduate and postgraduate taught students and supervise and monitor the work of research students;

- 35. Actively support and carry out research and scholarship which supports and informs programme currency delivery;
- 36. Reflect on your own teaching and implement ideas for improving your own performance;
- 37. Contribute effectively towards the development of the Department within an established programme of study.

Student Support

- 38. Effectively oversee the welfare, progress, examination, assessment and marking of the students as designated by the Head of Department (or their deputy);
- 39. Take responsibility for specific aspects of the assessment process e.g. moderation or liaison with external examiner;
- 40. Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a number of students;
- 41. Take an advisory role in complex cases of support for a student.

Research

- 42. For those who have significant Responsibility for Research:
- 43. 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;
- 44. Contribute effectively to, and lead as appropriate, research and/or enterprise projects including identifying and making credible bids for funding to support the projects;
- 45. Enhance, and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community;
- 46. Apply for grant funding and manage, as appropriate, any grants which are secured;
- 47. Supervise and manage research projects if required.

Leadership, Service & Externality

- 48. 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;

- 49.Co-ordinate others to ensure modules are delivered to the standards required and to identify and respond to students' needs;
- 50.Lead on quality assurance and course evaluation, including facilitating student feedback;
51. Contribute effectively towards the development of the School, including taking lead responsibility for nominated projects and participating in VASP committees;
- 52.Be responsible for the quality assurance and audit of course provision, identifying areas where current provision requires revision or improvement;
- 53.Support the development of colleagues through mentoring and guidance in the enhancement of their research agendas and teaching portfolios.
- 54.Be a fully active member of relevant School, Faculty, and Institutional committees, contributing to partnership working, projects, and enterprise activities with external colleagues and service users, where appropriate;
55. Promote the work of the Institution and participate in the recruitment, selection and induction of students;
- 56.Participate in and develop external networks and operational links to further enhance the development and reputation of the School, Faculty, and the University;
- 57.Effectively manage relationships with key stakeholders;
58. Participate in relevant internal boards, committees and working groups as required;
- 59.Organise and administer tasks in an efficient and effective manner;
- 60.Carry out any other duties as requested by Head of School/Line Manager, commensurate with the grade of the post.

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	Essential	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, Presentation, 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, Presentation, Interview

Experience

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

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.

For informal enquiries about this vacancy, you may wish to contact: Michelle Pearson, Head of School of TTE pearsonm@edgehill.ac.uk

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 to 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.