

**It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.**

**Job description for the post of:**

## **Lecturer or Senior Lecturer in English Language EHT0048-0416**

**Reporting to:** Head of English, History & Creative Writing

**Accountable to:** Pro Vice-Chancellor (Research) and Dean of Faculty of Arts & Sciences

The Department of English, History & Creative Writing is home to a well-established BA English Language programme, in which students gain a solid grounding in all major areas of the subject, and have ample opportunity to specialise. English Language is taught as a Single Hons subject and as part of a combined 'English' degree with a literature component, and also in combination with other subjects such as Creative Writing, Drama, Film Studies, and History. The Department also has an MRes. in English Language, and a growing community of PhD students. All curricula are informed by active research, and English Language staff have strong reputations and publication profiles. The Department is committed to the employability and personal development of its students.

### **The Post**

This new post reflects the consistently strong recruitment to English and English Language programmes at Edge Hill University.

A new Lecturer / Senior Lecturer is required, with an established specialism in the History of the English Language, particularly medieval and/or early modern English. An additional secondary specialism in Language and Gender and/or Forensic Linguistics would also be welcome. The successful candidate will be expected to contribute to BA teaching, playing a significant role in the delivery of modules on the English Language curriculum; there will also be opportunities to contribute to postgraduate research supervision. Candidates should be committed to student success and innovation in Learning, Teaching and Assessment, and be reflective practitioners of HE teaching.

The successful candidate will deliver English Language modules at degree level, produced published / high quality research (Senior Lecturer appointment) or have the potential to produce published work suitable for submission to the Research Excellence Framework (Lecturer appointment), and play an active/leading role within the collaborative research and enterprise culture of the Faculty.

## **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 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 (Grade 8)**

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

- a) Contribute effectively to the subject area in a chosen area of research and/or scholarly development with support and assistance from colleagues as required.
- b) Contribute effectively to the design and planning of the curriculum including preparation of own teaching and learning materials and course documentation.
- c) Effectively oversee the welfare, progress, examination and assessment of the students as designated by the Head of Department.
- d) Promote the work of the University and participate in the recruitment, selection and induction of students.
- e) Provide support to individual students and groups of student in accordance with Edge Hill procedures, referring students to further support services as appropriate.
- f) Contribute to the curriculum development of the department's academic programmes.
- g) 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.
- h) Contribute effectively towards the development of the English Language and Linguistics subject area, within an established programme of study.

- i) Organise and administer tasks in an efficient and effective manner.
- i) Use teaching and learning strategies, which encourage student involvement and advance their independent learning.
- j) Develop and maintain links with cognate disciplines within the Faculty, University, Industry and the Community.
- l) Carry out any other duties associated with the department, to be included by Head of Department.

### **Specific duties and responsibilities (Grade 9)**

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

- a) Contribute effectively to the subject area in a chosen area of research and/or scholarly development.
- b) Contribute effectively to the design and planning of the curriculum including preparation of course documentation as required.
- c) Effectively oversee the welfare, progress, examination and assessment of students as designated by the Head of Department.
- d) Promote the work of the Institution and participate in the recruitment, selection and induction of students.
- e) Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a group of students.
- f) Assist in the curriculum development of the department's academic programmes.
- g) 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.
- h) Contribute effectively towards the development of the English Language subject area, including taking lead responsibility for nominated projects.
- i) Organise and administer tasks in an efficient and effective manner.
- j) Use teaching and learning strategies, which encourage student involvement and advance their independent learning.
- k) Develop and maintain links with cognate disciplines within the Faculty, institution, industry and the community.
- l) Carry out any other duties associated with the Department, to be included by Head of Department.

## **Specific duties and responsibilities (Grade 10)**

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

- a) Accept responsibility for the overall development and effective and efficient operation of high quality academic programmes in the subject area concerned in the context of the Institution's agreed objectives and strategic plan. This may include:
  - I. leading at department or programme level in areas of academic expertise
  - II. ensuring that staff contributing to programmes are fully prepared for the effective performance of their duties
  - III. effectively co-ordinating the team of staff who contribute to programmes in order to maximise their individual and collective contributions
  - IV. managing and administering the effective delivery of course
  - V. developing, as required, appropriate documentation in accordance with the Institution's guidelines to support the processes of Edge Hill's quality assurance (including materials relating to course approval, enhancement process, review and evaluation)
  - VI. taking responsibility for overseeing the welfare, progression, examination and assessment of students and drawing to the attention of the Head of Department any issues as appropriate
  - VII. on behalf of the Head of Department taking responsibility for the effective academic administration of a designated area
  - VIII. participating in and developing external networks to further the development and reputation of the University
- b) Contribute effectively to the subject, in a chosen area of research and/or scholarly development.
- c) Contribute effectively to the design and planning of the curriculum including preparation of course documentation as required.
- d) Effectively oversee the welfare, progress, examination and assessment of the students as designated by the Head of Department.
- e) Promote the work of the University and participate in the recruitment, selection and induction of students.
- f) Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a group of students.
- g) Assist in the curriculum development of the department's academic programmes.

- h) 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.
- i) Contribute effectively towards the development of the English Language subject, including taking lead responsibility for nominated projects.
- j) Organise and administer tasks in an efficient and effective manner.
- k) Use teaching and learning strategies, which encourage student involvement and advance their independent learning.
- l) Develop and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community.
- m) Carry out any other duties associated with the area to be included by Head of Department.

**In addition to the above duties all 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 training and development 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

**Hours:** 1fte

**Salary:** Grade 8, Points 31 – 35  
£32,600 - £36,672 per annum

Grade 9, Points 36-40  
£37,768 - £42,488 per annum

Grade 10, Points 41-45  
£43,758 - £49,230 per annum

**Candidates should note that they will be short-listed based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.**

## PERSON SPECIFICATION

### Lecturer in English Language EHT0048-0416

Grade 8

**CRITERIA** Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
<b>Qualifications</b>			
1	A good relevant honours degree or equivalent qualification and experience of Higher Education learning	*	
2	Professional experience relevant to the post, including a developing profile of scholarly publication	*	
3	PhD: either already awarded, or satisfactory progress towards completion	*	
<b>Experience and Knowledge</b>			
4	Successful teaching experience in Higher Education or other evidence of the ability to be an effective teacher at this level	*	
5	Relevant subject knowledge as evidenced through qualifications, prior teaching experience or research	*	
6	A developing profile of publications, with the potential to be submitted to the Research Excellence Framework	*	
7	Expertise in the History of the English Language, particularly medieval English and/or early modern English	*	
8	Additional expertise in Language and Gender and/or Forensic Linguistics		*
<b>Teaching, Learning and Assessment</b>			
9	An effective communications style and interpersonal skills	*	
10	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment	*	
11	Ability to use Information and Communication Technology (ICT) to support teaching and learning	*	
12	Ability to contribute to the assurance of academic quality and standards	*	
13	Ability to support the diverse academic and personal needs of individual students	*	
14	Ability to teach and assess English Language / Linguistics to degree level, including general and foundational modules and subject-specific study skills	*	

		Essential	Desirable
<b>Scholarly activity and Research</b>			
15	Ability to engage in innovation, knowledge construction and knowledge dissemination	*	
16	Ability to support the general development of the department, the faculty and the institution	*	
17	Ability to contribute to teaching-related administration, including admissions and student support	*	

## PERSON SPECIFICATION

### Senior Lecturer in English Language EHT0048-0416

Grade 9

**CRITERIA** Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
<b>Qualifications</b>			
1	A good relevant honours degree or equivalent qualification and experience of Higher Education learning	*	
2	Professional experience relevant to the post, including a developing profile of scholarly publication	*	
3	PhD	*	
<b>Experience and Knowledge</b>			
4	Successful teaching experience in Higher Education in the design and planning of the curriculum	*	
5	Relevant subject knowledge and the ability to take the lead responsibility for nominated projects	*	
6	A strong profile of publications, suitable to be submitted to the Research Excellence Framework	*	
7	Expertise in the History of the English Language, particularly medieval and/or early modern English	*	
8	Additional expertise in Language and Gender and/or Forensic Linguistics		*
<b>Teaching, Learning and Assessment</b>			
9	An effective communications style and interpersonal skills	*	
10	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment	*	
11	Ability to use Information and Communication Technology (ICT) to support teaching and learning	*	
12	Ability to contribute to the assurance of academic quality and standards and take the lead in nominated areas	*	
13	Ability to support the diverse academic and personal needs of individual students	*	



		<b>Essential</b>	<b>Desirable</b>
14	Ability to teach and assess English Language / Linguistics to degree level, including general and foundational modules and subject-specific study skills	*	
<b>Scholarly activity and Research</b>			
15	Ability to engage in innovation, knowledge construction and knowledge dissemination, including the production of international level publications and/or research funding	*	
16	Ability to assist the general development of the department, the faculty and the institution and lead on nominated projects	*	
17	Ability to make a major contribution to teaching-related administration, including admissions and student support	*	

## PERSON SPECIFICATION

### Senior Lecturer in English Language EHT0048-0416

Grade 10

**CRITERIA** Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
<b>Qualifications</b>			
1	A good relevant honours degree or equivalent qualification and experience of Higher Education learning	*	
2	Professional experience relevant to the post, including publication of peer-reviewed research outputs	*	
3	PhD	*	
<b>Experience and Knowledge</b>			
4	Successful teaching experience in Higher Education in the design and planning of the curriculum	*	
5	Ability to lead an area of relevant subject knowledge	*	
6	Record of leadership in curriculum design and L&T strategy	*	
7	An outstanding profile of published research, suitable to be submitted to the Research Excellence Framework	*	
8	Expertise in the History of the English Language, particularly medieval and/or early modern English	*	
9	Additional expertise in Language and Gender and/or Forensic Linguistics		*
<b>Teaching, Learning and Assessment</b>			
10	An effective communications style and interpersonal skills	*	
11	Ability to lead others in effective, flexible and innovative approaches to teaching, learning and assessment	*	
12	Ability to use Information and Communication Technology (ICT) to support teaching and learning	*	
13	Ability to lead academic quality and standards activities in the English Language and Linguistics subject area	*	
14	Ability to support the diverse academic and personal needs of individual students	*	

		Essential	Desirable
15	Ability to teach and assess English Language / Linguistics to degree level, including general and foundational modules and subject-specific study skills	*	
<b>Scholarly activity and Research</b>			
16	Ability to lead in innovation, knowledge construction and knowledge dissemination, including the production of international level publications and research funding.	*	
17	Ability to accept responsibility for the overall development and effective operation of high quality academic programmes and/or research projects.	*	
18	Ability to make a leading contribution to departmental and programme administration	*	