

JOB DESCRIPTION

Post:	HE Junior Lecturer
Reporting to:	Associate Head of Department
Salary:	£22,522 - £23,300 per annum
Hours per week:	37 Hours per week
Contract Type:	Academic/Fixed Term (2 years)
Annual Leave:	35 days (Plus Bank Holidays)
Probation Period:	6 months

Main Purpose of the Role:

Develop as a quality lecturer with a strong vocational focus and with a clear understanding of all aspects of University activities and systems that underpin Higher Education. Ultimately, to facilitate learning and assessment in order to meet module, programme and student needs.

Main Duties & Responsibilities:

Teaching and Learning

1. Undertake theoretical and practical teaching and assessment as required (initially focusing on practical classes, small group work and practical demonstrations);
2. Design and develop learning materials and assessments to defined quality standards, including VLE;
3. Contribute to the assessment process for students including the setting, marking and moderation of student work, individually or collectively as part of a programme team in accordance with associate faculty quality assurance procedures;
4. Provide high quality formative and summative feedback to students;
5. Contribute to curriculum content linking to programme educational aims as either the module leader, or member of the module team;

Student Experience

6. Support the development of graduate skills throughout all contact with the students, including a focus on employability, engagement with industry and enhancement of vocational links. For example visits, guest lecturers, study weeks, careers fairs, placement support etc;
7. Take part in subject and programme team meetings as required;
8. Undertake student support responsibilities for a group and / or individual students as required in order to support students to: - optimise their learning opportunities and career progression and monitor their progress, deal with difficulties and enable them to develop skills to do this for themselves;
9. With team members, support study skills and induction programmes for students;

Scholarly Activity

10. Engage in scholarly activity and / or active research and staff development to

support teaching and contribute to achieving the associate faculty learning, teaching and scholarly activity strategy. (Prioritisation should be given towards teaching qualifications);

11. Develop industry links with subject partners and NGO's;

Management and Administration

12. Keep accurate, up to date records on student progress and provide information and statistics as required;
13. Ensure all relevant quality assurance standards, policies and procedures are adhered to;
14. Undertake any other responsible duties requested from time to time by Hartpury management;

Laboratory Responsibilities

15. Laboratory supervision of students.
16. Demonstration of practical techniques, processes and operation of equipment in the laboratories.
17. Preparation of lecturing and laboratory facilities for lecturers and students; ensuring that the equipment is functioning effectively and safely.
18. Preparation and assistance with laboratory experiments / demonstrations.
19. Regular delivery of information and instructions to staff and students in the use of laboratory equipment; directing practical activities in the laboratory.
20. Servicing, calibration and maintenance of laboratory equipment. Use initiative to resolve IT failures of scientific equipment
21. Ordering and stock control of materials and equipment for the laboratory. Provide advice and contribute to the decision making of others on matters relating to the purchase of specialist equipment
22. Assuming practical responsibility for all the laboratories, ensuring good practice and organising under/postgraduate students project work.
23. To assist with the strategic management and development of the laboratory including planning annual budget and expenditure.
24. The design and review of health and safety regimes and protocols.

Marketing and Recruitment

25. Undertake Hartpury marketing activities including Summer Fair, careers mornings, taster sessions, interviewing and contributing to relevant literature / publications.

Please note: Hartpury will attempt to vary the duties of the appointee to support their professional development and ensure that they become familiar with key aspects of

teaching and managing HE. The range of possible work tasks undertaken by a Junior lecturer are outlined below. The amount of teaching / academic work and level of responsibility would increase from the 1st year from around 50% to 80% in the third year.

Year	Amount of time spent on academic duties.	Subject specific practical activities	Training	Departmental/ rotation
1	50%	20%	20%	10%
2	80%	10%	10%	0%

- Subject specific practical activities could include limited research, but would primarily focus on the University commercial enterprises and could include the Farm, Equine Centre and Sports Academy etc.
- Where appropriate and course availability permits, training will include PGCE and other relevant short courses/certificates e.g., training for student learning support.
- Rotation in departments. The staff members would be expected to spend time working in/with Academic Systems, Student/Learning Support, Technical Support (i.e., Laboratories, Therapy centre) and ULC. The exact pattern of rotation will be subject to negotiation.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Teaching Posts Only

For all teaching and related posts, the following duties are specified: formal scheduled teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling; preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity.

Other Reasonable Duties

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

Safeguarding

Hartpury is committed to safeguarding, child protection and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How Tested? (AF / IV / Other)
Qualifications/Training			
A willingness to complete a teaching qualification (failure to complete one would result in a termination of contract)	✓		
A degree and MSc / MA in relevant subject area	✓		
IT Qualification		✓	
Teaching Qualification		✓	
Experience/Key Skills			
Postgraduate/industry experience in relevant subject area	✓		
Research experience		✓	
Research ideas/projects in relevant subject area		✓	
Willingness to undertake further training/ qualifications if appropriate	✓		
Lecturing / teaching experience		✓	

Personal Competencies (Essential)

- **Communication**, both oral and written, able to use a range of techniques and styles to ensure that communication is timely, clear and effective, to both individuals and groups, including athletes, coaches and support staff, members of University staff, other sporting bodies and outside organisations.
- **Personal Organisation**, able to work in a methodical and organised way to achieve goals and ensure maximum efficiency and effectiveness.
- **Adaptability**, able to adapt to a complex, ever changing work environment including adopting a flexible approach and reacting positively to changing circumstances.
- **Accountability**, able to ensure the successful completion of every task or activity they undertake at work including having a positive, can do attitude in their pursuit of their goals and duties.
- **Teamworking**, recognising responsibility as a team member to include providing active support and loyalty, valuing individuals for their knowledge and contribution, encourage everyone to contribute and to ensure fellow team members are fully informed of matters that may affect them.
- **Quality & Customer Service**, able to demonstrate clear commitment to achieving high levels of customer service to staff and students.
- **Self Development**, the ability to recognise the responsibility to develop oneself and proactively seeking assistance to meet development needs.
- **Respect for Race, Equality and Diversity**, Sees issues from another person's point of view. Is polite, tolerant and patient when dealing with people, treating them



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with respect and dignity, no matter what their race, religion, position, background, circumstances, status or appearance.