



JOB DESCRIPTION

Post:	Lecturer
Reporting to:	Subject Manager
Salary:	B17 – D34
Hours per week:	37 Hours per week
Contract Type:	Academic/Permanent
Annual Leave:	35 days (Plus Bank Holidays)
Probation Period:	12 months

Main Purpose of the Role:

To facilitate learning and assessment in order to meet module and programme aims and ensure an outstanding student experience.

Main Duties & Responsibilities:

Teaching and Learning

1. Design and develop learning materials and assessments to defined quality standards, including VLE;
2. Undertake theoretical and practical teaching and assessment as required;
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. Take responsibility for 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;
- 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 College management;

Marketing and Recruitment

- 15. Undertake University marketing activities including University Fair, careers mornings, taster sessions, interviewing and contributing to relevant literature / publications.

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.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How Tested? (AF / IV / Other)
Qualifications/Training			
A Teaching Qualification or a willingness to complete one within two years of appointment (failure to do so may result in termination of contract)	✓		AF/IV
A degree in relevant subject area	✓		AF/IV
IT Qualification		✓	AF/IV
MSc/PhD/MA in relevant subject area		✓	AF/IV
Experience/Key Skills			
Postgraduate/industry experience in relevant subject area	✓		AF/IV
Lecturing/teaching experience	✓		AF/IV
Research experience	✓		AF/IV

Research ideas/projects in relevant subject area		✓	AF/IV
Requirements	Essential	Desirable	How Tested? (AF / IV / Other)
Behavioural Competencies			
Excellence With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
Champion Change With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	✓		AF/IV
Responsibility We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.	✓		AF/IV
Working Together We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.	✓		AF/IV
Trust and Respect We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV



Post:	Senior Lecturer
Reporting to:	Associate Head of Department
Salary:	B20 – D34
Hours per week:	37 Hours per week
Contract Type:	Academic/Permanent
Annual Leave:	35 days (Plus Bank Holidays)
Probation Period:	12 months

Main Purpose of the Role:

To lead by example in terms of teaching, learning, assessment and scholarly activity and to support the Associate Faculty in meeting strategic objectives.

Main Duties & Responsibilities:

Teaching and Learning

16. Design and develop learning materials and assessments to defined quality standards, including VLE;
17. Develop and embed good practice across teaching and learning activities;
18. Undertake theoretical and practical teaching and assessment as required;
19. 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;
20. Provide high quality formative and summative feedback to students;
21. Take responsibility for curriculum content linking to programme educational aims as either the module leader, or member of the module team;

Student Experience

22. 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;
23. Take part in subject and programme team meetings as required;
24. 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;

25. With team members, support study skills and induction programmes for students;

Scholarly Activity



26. 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;
27. Act as an ambassador for scholarly activity; within the subject area and the College;
28. Develop industry links with subject partners and NGO's;

Management and Administration

29. Keep accurate, up to date records on student progress and provide information and statistics as required;
30. Ensure all relevant quality assurance standards, policies and procedures are adhered to;
31. Support the Subject Manager in the management of the team and deputise where appropriate;
32. Lead on defined projects as outlined through the appraisal process (these may have a variety of focuses including subject specific, scholarship, management and student experience);
33. Undertake any other responsible duties requested from time to time by College management;

Marketing and Recruitment

34. Undertake College marketing activities including College Fair, careers mornings, taster sessions, interviewing and contributing to relevant literature / publications.

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. In cases, however, where there is a permanent or substantial change in the duties and responsibilities Hartpury reserves the right to amend the job description in consultation with the employee to reflect changes in the duties 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 recognises that it has a statutory and moral duty to ensure that Hartpury safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at Hartpury. It is the responsibility of everyone at Hartpury to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

Equality, Diversity and Inclusivity

It is the responsibility of the post holder to promote equality, diversity and inclusivity across Hartpury. The post holder will undertake their duties in accordance with Hartpury's policies relating to equality and diversity.

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

Health and Safety

The post holder will be required to promote health, safety and wellbeing throughout Hartpury. They will also be required to undertake their full duties and responsibilities in accordance with Hartpury's Health and Safety Policies and Procedures.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How Tested? (AF / IV / Other)
Qualifications/Training			
A Teaching Qualification or a willingness to complete one	✓		
A postgraduate qualification or equivalent in a relevant discipline	✓		
IT Qualification		✓	
Membership of a relevant professional body (eg HEA)	✓		
Experience/Key Skills			
Course Leadership experience in a HE context	✓		
Ability to teach & to supervise academic work by undergraduates & Masters Students.	✓		
Proven record of ability to conduct high quality research.	✓		
Commitment to high quality teaching and fostering a positive learning environment for students.	✓		
Requirements	Essential	Desirable	How Tested? (AF / IV / Other)
Behavioural Competencies			
Excellence With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
Champion Change With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	✓		AF/IV
Responsibility We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.	✓		AF/IV
Working Together	✓		AF/IV



We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.			
Trust and Respect We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which Hartpury is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to Hartpury.