

JOB DESCRIPTION

<p>Job Title: Lecturer (Teaching) / Senior Lecturer (Teaching) PGCE Secondary Religious Education</p>	<p>Band AC2: £37,100 to £41,732 per annum <i>Opportunity to progress to £45,585</i></p> <p>Band AC3: £42,978 to £54,395 per annum <i>Opportunity to progress to £59,422</i></p>
<p>School: Institute of Education</p>	
<p>Department: Secondary and Further Education and Skills</p>	
<p>Reporting directly to: Head of Department</p>	
<p>Other Contacts Internal: Head of Secondary and Further Education and Skills /Secondary PGCE Course Leader/ colleagues working in Professional Administrative Services External: Ofsted, DfE</p>	
<p>Main Duties*:</p> <ol style="list-style-type: none"> 1. To work as a secondary RE subject tutor, to plan and deliver the PGCE Secondary RE programme. 2. To offer an additional area of expertise in mentoring or partnership. 3. To undertake the full range of teaching RE, assessment and related duties, with due regard to quality assurance and professional conduct. 4. To contribute to the recruitment and selection processes for the Secondary PGCE RE Programme. 5. To contribute to development work in the Secondary team, including participation in regular team meetings, mentor training and development events, department development meetings and School / UW committee work. 6. To contribute to the process of monitoring and profiling trainee teachers. This will include using the online electronic portfolio 'PebblePad' to monitor the progress of trainees and the quality of mentoring. 7. To fulfil a personal academic tutor role. 8. To participate in, and contribute to, procedural and administrative aspects of the course, open days, exam' boards and course and resource management. 9. To conduct individual or collaborative practice-based research which will inform your teaching and knowledge base as well as your educational practice. 10. To understand the work of external agencies including the DfE, Ofsted, Local Authorities, professional bodies, MATs, schools, and subject associations. 11. To deputise as appropriate for the Head of Department in matters related to areas of expertise. 	

12. To complete the Post Graduate Certificate in Teaching & Learning in Higher Education within three years of starting in the post.
13. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
14. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
15. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.

Disclosure: This employment is exempt from the Rehabilitation of Offenders Act 1974. Candidates will be required to declare any criminal convictions, cautions or bind-overs, including any that would be regarded as spent under the Act in other circumstances. If you are selected for appointment, you will be required to apply to the Disclosure and Barring Service for a Criminal Records Check / Barred List Check.

Selection methods

Shortlisted candidates will be invited to a formal panel interview, and also asked to deliver a teaching session to the following brief:

Teaching Session

'Promoting diversity through religious education.'

The session should be aimed at Secondary PGCE RE trainees who are at the beginning of the course. Please ensure your teaching session is underpinned by research. Please note the audience, for the purpose of the interview, will be six to eight members of staff from the Institute of Education but please treat your audience as if they were trainee teachers. The chair of this group will provide feedback on the teaching session to the interview panel.