

JOB DESCRIPTION

Job Title: Associate Lecturer in Education and Inclusion	Rate of Pay: £39.41 per hour inc. preparation, marking & course administration plus £8.67 per hour holiday pay. <i>* If an element of work is offered which doesn't involve additional preparation and administration a standard hourly rate will apply, currently £19.23 plus £4.23 holiday pay.</i>
School: Institute of Education	
Department: Department of Education and Inclusion	
Reporting directly to: Head of Department	
Other Contacts Internal: Head of School; Academic colleagues in the School of Education; Professional Administrative Services School Manager.	
Main Duties*: 1. To undertake the full range of teaching, course / module leadership and related duties, with due regard to quality assurance and professional conduct and to providing high quality learning teaching and assessment. 2. To contribute to the work of the wider DEI team and work in collaboration on planning and delivering existing provision. 3. To contribute to the teaching and management of undergraduate, post-graduate / professional development programmes and other Institute of Education programmes as a member of the relevant teaching teams, where appropriate. 4. To participate in and contribute to development work, including participation in regular team meetings and Institute / UW committee work, where appropriate. 5. To participate in, and contribute to, procedural and administrative aspects of relevant modules and courses, such as course and resource management. 6. To supervise student dissertations within the requisite role at Undergraduate and / or at Postgraduate level(s). 7. To liaise with external agencies including national, regional, and local bodies such as Local Authorities, voluntary groups and Partner Colleges in respect of course development and responsibilities, committee membership, and QA procedures for course provision on and off-site. 8. To strengthen links between UG and PG course offers and the world of work through development and enhancement of our existing and future programme offers.	



9. 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.
10. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
11. 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.

Selection methods:

Shortlisted candidates will be invited to a formal panel interview.