

JOB DESCRIPTION

Job Title: Lecturer in PGCE Secondary Science Tutor (Teaching)	Band AC2: £37,100 to £41,732 per annum <i>Opportunity to progress to £45,585 subject to performance and the university reward scheme</i>
School: Institute of Education	
Department: Secondary and Post Compulsory Education	
Reporting directly to: Head of Department	
Other Contacts Internal: Head of Department Secondary and Post Compulsory Education / Secondary PGCE Course Leader / PGCE Secondary Science Subject Lead / colleagues working in Professional Administrative Services External: Ofsted, DfE	
Main Duties*: <ol style="list-style-type: none"> 1. To work as a Secondary Science subject tutor, to plan and deliver the PGCE Secondary Science programme. 2. To undertake the full range of teaching (Science and Professional Studies), assessment and related duties, with due regard to quality assurance and professional conduct. 3. To contribute to the recruitment and selection processes for the Secondary PGCE Science programme. 4. 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. 5. 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. 6. To fulfil a personal academic tutor role. 7. To participate in, and contribute to, procedural and administrative aspects of the course, open days, exam' boards and course and resource management. 8. To contribute to any external inspection or audit e.g. Ofsted. 9. To conduct individual or collaborative practice-based scholarly activity or 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. 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.
13. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
14. 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:

Teach a 20-minute session in an aspect of science of your choosing, which meets an aspect of the ITTECF and demonstrates how you would facilitate a science Initial Teacher Training and Education session.

The session should be aimed at Secondary PGCE Science 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 you can expect them to engage as if they are trainee teachers (for the purpose of the session).

The teaching session will be followed by questions, relating to the session, from the panel. The chair of this group will provide feedback on the teaching session to the interview panel.