

JOB DESCRIPTION

Job Title: Lecturer or Senior Lecturer (Teaching) in Further Education and Skills	Band AC2 (Lecturer): £38,249 to £42,882 per annum <i>Opportunity to progress to £46,735 subject to performance and the university reward scheme</i> Band AC3 (Senior Lecturer): £44,128 to £55,755 per annum <i>Opportunity to progress to £60,907 subject to performance and the university reward scheme</i>
School: Institute of Education	
Department: Secondary and FES	
Reporting directly to: Head of Department	
Other Contacts Internal: Head of Secondary and Further Education and Skills / PGCE FE Phase Lead / colleagues working in Professional Administrative Services External: Ofsted, DfE	
Main Duties*: 1. To undertake teaching in the general area of education with due regard to providing high quality learning and teaching. 2. To contribute to the work of the team(s) and work, in collaboration, on planning and delivering new and existing provision. 3. To ensure appropriate academic and professional knowledge and understanding of course materials, assessment and assignments, recommended reading, course outlines and handouts. 4. To lead / organise, tutorials, and / or seminars as required by the module / course. 5. To undertake related duties associated with teaching such as marking and other forms of assessment, providing feedback to students, reporting and recording marks as required by the module or course and contributing to UW formal assessment processes. 6. To support recruitment processes, including marketing opportunities and involvement in Open Days and Applicant Days. 7. To maintain good lines of communications with other members of the teaching team, module / course leader, Head(s) of Department as appropriate. 8. To work collaboratively with partners, strengthening existing partnerships and developing new ones, as appropriate. 9. To contribute to the excellent profile and reputation of the course(s) by being an active and committed team member; by demonstrating and modelling high levels of professional	



engagement; and maintaining and developing further the very high expectations we have of staff members and students.

10. To provide excellent academic support for students as a PAT, supporting the University's retention strategy and ensuring all trainees can meet their potential.
11. 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.
12. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
13. 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, and also asked to deliver a teaching session to the following brief:

Introduce the key principles of an effective lesson in your specialist subject area for trainee teachers in the FES sector.

The session should be aimed at PGCE FE 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 are PGCE FE trainee teachers. The chair of this group will provide feedback on the teaching session to the interview panel.