

<b>Job Title</b>	<b>Assistant Lecturer</b>
<b>Job Purpose</b>	
To support the design, development and production of learning and teaching material and deliver either across a range of modules or within a subject area. Ensure the efficient delivery of teaching programmes in accordance with the University's strategy, policy and procedures.	

<b>Main activities and responsibilities</b>
<p><b>Student learning experience</b></p> <ol style="list-style-type: none"> <li>1. Teach as a member of a teaching team within an established programme of study.</li> <li>2. Teach in a variety of settings from small group tutorials to large lectures, ensuring content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions.</li> <li>3. Develop own teaching materials, methods and approaches taking into account established or agreed practices where necessary.</li> <li>4. Supervise the work of students, provide advice on study skills and help them with learning problems.</li> <li>5. Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students.</li> <li>6. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.</li> <li>7. Supervise student projects under guidance and supervision.</li> </ol> <p><b>Research, enterprise and scholarship</b></p> <ol style="list-style-type: none"> <li>8. Reflect on practice and the development of own teaching and learning skills.</li> </ol> <p><b>Managing people and resources</b></p> <ol style="list-style-type: none"> <li>9. Manage own teaching, scholarly and administrative activities and supervise students' fieldwork and placements.</li> <li>10. Plan own day-to day activity within the framework of the agreed programme.</li> <li>11. Coordinate own work and that of others to avoid conflict or duplication of effort.</li> <li>12. Use teaching resources and facilities as appropriate.</li> <li>13. Plan and manage own teaching and tutorials.</li> </ol> <p><b>Pastoral care</b></p> <ol style="list-style-type: none"> <li>14. Show consideration to others</li> <li>15. Act as personal tutor, giving first-line support and mentoring to students</li> <li>16. Appreciate the needs of individual students and their circumstances.</li> <li>17. Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.</li> <li>18. Refer students as appropriate to services providing further support.</li> </ol> <p><b>Liaison and networking</b></p> <ol style="list-style-type: none"> <li>19. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.</li> <li>20. Join appropriate networks to share information and ideas.</li> </ol>

**Additional Key Requirements:**
**Communication**

Communicate information and ideas to students.  
Produce materials that support learning.  
Deal with routine communication using a range of media.  
Communicate complex information, orally, in writing and electronically.  
Communicate material of a specialist or highly technical nature.

**Teamwork**

Actively participate as a member of a teaching team.  
Attend and contribute to relevant meetings.  
Collaborate with academic colleagues on programme development and curriculum changes.  
Attend and contribute to subject group meetings.  
Collaborate with colleagues to identify and respond to students' needs.

**Initiative, problem solving and decision making**

Deal with problems which may affect the delivery of own teaching.  
Contribute to decisions affecting the work of the team.  
Develop initiative, creativity and judgment in applying appropriate approaches to learning and teaching support and scholarly activities.  
Respond to pedagogical and practical challenges.  
Share responsibility in deciding how to deliver modules and assess students.  
Contribute to collaborative decision making with colleagues on academic content and on the assessment of students' work.

**Work Environment**

Be aware of the risks in the work environment and their potential impact on their own work and that of others.  
Depending on area of work (e.g. laboratories, workshops, studios) undertake risk assessments, take responsibility for reducing hazards in the work area and have regard for the health and safety of others.

**Person Specification**

- First degree in course relevant subject.
- Higher degree in course relevant subject or working towards.
- Willingness to study for a PhD or equivalent.
- Teaching qualification or willingness to work towards obtaining.
- Possess and maintain sufficient breadth or depth of specialist knowledge in the discipline and of teaching methods and techniques to work within established teaching programmes in own area.
- Possess sufficient breadth or depth of specialist knowledge in the discipline to work within established teaching programmes.
- Evidence of engagement in continuous professional development
- Ability to engage the interest and enthusiasm of students and inspire them to learn.
- Familiarity with a variety of strategies to promote and assess learning.
- Evidence of successful engagement with undergraduate students.
- Excellent written and verbal communication skills.
- Ability to communicate material of a specialist or highly technical nature.
- Good interpersonal skills with the ability to liaise with colleagues and students
- Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.
- Able to identify potential sources of funding.

- Some prior experience of undergraduate teaching is desirable
- Supervisory skills are also desirable

### Professional Status

Eligible for Associate Fellow status under the Higher Education Academy's Professional Standards Framework (desirable)

### Special requirements

Able to undertake duties at different premises including any University campus as required. Expected to work outside of normal office hours as required.

### Expectations of all staff

#### Professional standards

All staff employed by Birmingham City University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

#### Equal opportunities

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

#### Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

#### Health and safety

The arrangements for meeting the University's health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University.

All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

#### Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

#### Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University's activities.

This job description indicates the expectations of staff at this level. The University recognises that you will not be expected to undertake the full range of responsibilities detailed under

each heading and you may be directed to concentrate on particular areas. Likewise, there is no guarantee that you will be given the opportunity to carry out all the activities listed.

With reasonable notice and support, the University can expect and require a member of staff at this level to undertake any of the activities detailed above. You will be expected to perform at this level within a reasonable period following promotion.

Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.