Lecturer			
School / Department:	School of Arts	**Grade:**	G
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Pension classification:			**Other**
Responsible to:	Head of Department	**Responsible for:**	N/A

Job Purpose

To design, develop and produce learning and teaching material and deliver either across a range of modules or within a subject area. Lecturers will ensure the efficient and effective delivery of teaching programmes in accordance with the University's strategy, policy and procedures, contribute to activities which influence leading edge practice and may also undertake research activity

Main Activities and Responsibilities

Student learning experience

1. Use appropriate learning, teaching, support and assessment methods.
2. Supervise student projects and the academic elements of field trips, and, where appropriate, placements,
3. Identify areas where current provision is in need of revision or improvement and contribute to the planning, design and development of objectives and material.
4. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
5. Ensure that module design and delivery comply with quality standards and regulations of the University.
6. Embed employability, industry engagement and real-world learning within teaching and curriculum design, contributing to positive graduate outcomes.
7. Embed employability, industry engagement and real-world learning within teaching and curriculum design, contributing to positive graduate outcomes.
8. To maintain knowledge of how to escalate safeguarding concerns (e.g. suicide risk, gender-based violence) including relevant reporting systems and support services.

Research, enterprise and scholarship

9. Engage in scholarship as required to support teaching activities and continually update knowledge.
10. Extend, transform and apply knowledge applied from scholarship to teaching and appropriate external activities including knowledge generation, knowledge exchange and knowledge transfer activities.
11. Conduct individual research or work on collaborative research projects.
12. Develop research objectives and proposals for own or joint research.
13. Engage in collaborative partnerships and contribute to the University's work in influencing leading edge practice.

14. Make presentations at conferences and other similar events.

Managing people and resources

15. As module leader or programme leader, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
16. Manage projects relating to own area of work and the organisation of external activities such as placements and field trips.
17. Mentor colleagues with less experience and advise on personal development
18. Co-ordinate the work of others to ensure modules are delivered to the standards required.

Pastoral care

19. Be responsible for pastoral care of students within a specified area.
20. Act as personal tutor, giving first-line support and mentoring to students.
21. Appreciate the needs of individual students and their circumstances.
22. Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.
23. Refer students as appropriate to services providing further support.

Liaison and networking

24. Participate in and develop external networks, for example, to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects or build relationships for future activities.
25. Undertake international visits in order to establish partnerships teach at partner institutions or act as Link-Tutor.

Academic administration

26. Be responsible for administrative duties in areas such as admissions, timetabling, examinations, and assessment of progress and student attendance.

Equality, academic freedom and freedom of speech

27. The postholder will be expected to teach and conduct research in accordance with the University's policies and its duties relating to equality, academic freedom and freedom of speech within the law.

Additional Key Requirements:

Communication

Routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media.
Prepare proposals and applications to external bodies, e.g. for funding and accreditation purposes.

Teamwork

Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
Co-ordinate the work of colleagues to identify and respond to student's needs.

Initiative, problem solving and decision making

Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
Develop ideas for generating income and promoting the subject.
Develop ideas and find ways of disseminating and applying the result of scholarship. Exercise responsibility for the design and delivery of own modules and assessment methods taking into account established or agreed University practice where necessary.
Collaborate with colleagues on the implementation of assessment procedures. Advise others in strategic issues such as student recruitment and marketing. Contribute to the accreditation of

programmes and quality control processes.
Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

Work Environment
Be aware of the risks in the workplace and the potential impact on their own work and that of others. Depending on area of work (for example laboratories, workshops, studios) conduct risk assessments, take steps to reduce hazards and take responsibility for the health and safety of self and others.

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.
All academic staff are expected to engage in activities associated with promotion, marketing and public outreach of the subject area.

Person Specification	
Essential Criteria	**Application Form / Support Statement / Interview**
1. First degree and higher degree in a relevant subject	Application Form / Support Statement
2. Teaching qualification or preparedness to work towards	Application Form / Support Statement / Interview
3. PhD or willing to study for a PhD or equivalence accepted based on cognate area of understanding.	Application Form / Support Statement / Interview
4. Alternatively, ability to demonstrate equivalent core knowledge and expertise gained from leading edge practice will be considered in some circumstances	Application Form / Support Statement / Interview
5. Sufficient breadth or depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support.	Application Form / Support Statement / Interview
6. Knowledge of higher education and ability to use a range of delivery techniques to enthuse and engage students.	Application Form / Support Statement / Interview
7. In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.	Application Form / Support Statement / Interview
8. Evidence of excellent teaching identified by peer review.	Application Form / Support Statement / Interview

9. Evidence of a positive impact at discipline programme level beyond own teaching.	Application Form / Support Statement / Interview
10. Experience of teaching, curriculum development and quality management and enhancement in an HE environment.	Application Form / Support Statement / Interview
11. Experience of research and enterprise activity	Application Form / Support Statement / Interview
12. Evidence of high quality publications or other outputs in research or practice.	Application Form / Support Statement / Interview
13. Understand equal opportunity issues as they may impact on academic content and issues relating to student need.	Application Form / Support Statement / Interview
14. Excellent written and verbal communication skills	Application Form / Support Statement / Interview
15. Able to communicate complex and conceptual ideas to a range of groups.	Application Form / Support Statement / Interview
16. Able to identify potential sources of funding.	Application Form / Support Statement / Interview
17. Able to participate in and develop external networks.	Application Form / Support Statement / Interview
18. Able to demonstrate independent and self-managing working styles	Application Form / Support Statement / Interview
19. Experience of embedding employability and industry engagement within teaching and curriculum design, with evidence of impact on student progression or graduate outcomes.	Application Form / Support Statement / Interview
20. Eligible for Fellow status under the Higher Education Academy's Professional Standards Framework.	Application Form / Support Statement / Interview
Desirable Criteria	
21. Demonstrable ability to lead research projects, win bids and generate income	Application Form / Support Statement

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.

- Cover Letter & CV - applicants are asked to provide a statement to demonstrate how they meet the criteria, and may reference their CV. The response will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.