



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Lecturer in Education
Department:	Cardiff School of Education and Social Policy
Location:	Cyncoed Campus
Grade:	7AB
Salary:	£40,322 - £45,361
Tenure:	Permanent
Hours:	37 hours per week

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

The School of Education and Social Policy (CSESP) offers a stimulating mix of courses and subject areas at undergraduate level with the student experience at the heart of our practice. The School has over 90 full-time staff and a range of visiting lecturers. In total there are over 1600 students making it one of the largest Schools of Education in Wales and the UK. The students and staff in the School continue to amass considerable achievements each academic year and this results from the hard work undertaken, in what we consider to be a very caring environment in which to learn. As a result, it is usual for the relationships forged to last very much longer than just the duration of study at the University.

You will undertake teaching and assessment on our undergraduate BA (Hons) Primary Education Studies and BA (Hons) Early Years Education and Professional Practice with EYPS programmes. The versatility to teach across a range of modules is essential. It is likely that you will lead and contribute to modules including: an introduction to research methods, professional practice and wellbeing, sociology of education and children's rights.



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ROLE PROFILE

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Principal Duties and Responsibilities:

Teaching and learning support

- Design, develop and deliver a range of programmes of study at various levels.
- Use appropriate teaching and learning support and assessment methods.
- Review on a regular basis course content and materials, updating when required.
- Supervise student projects and placements.
- Identify areas where current provision is in need of revision or improvement.
- Set, mark and assess work and provide feedback to students.

Research and scholarship

- Engage in subject, professional and pedagogy scholarly activity/research as required to support teaching activities.
- Participate in individual or collaborative scholarly projects.
- Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities.
- Develop and produce learning materials and disseminate the results of scholarly activity.
- Contribute to the development of research-informed teaching and learning strategies.

Communication

- Routinely communicate complex and conceptual ideas.

Liaison and networking

- Participate in external networks for example with external examiners and assessors e.g. professional associations.
- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

Managing people

- Depending on the area of work, could be expected to supervise the work of others.
- Co-ordinate the work of others to ensure modules are delivered to the standards required.
- Resolve problems affecting the quality of course delivery and student progress within of own areas of responsibility, referring more serious matters to others, as appropriate.

Teamwork

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

Pastoral care

- Act as a module tutor.
- Be responsible for the pastoral care of students within a specified area.

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 promoting the subject:
 - e.g. Develop ideas and find ways of disseminating and applying the result of scholarship.
 - e.g. Responsibility for the design and delivery of own modules and assessment methods.
 - e.g. Collaborate with colleagues on the implementation of assessment procedures.
 - e.g. Advise others on strategic issues such as student recruitment and marketing.
 - e.g. Contribute to the accreditation of courses and quality control processes.
 - e.g. Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

Planning and managing resources

- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work and the organisation of external activities such as placements.
- Participate in developing ideas for generating income.
- Be responsible for administrative duties in areas such as admissions, timetabling, examinations, assessment of progress and student attendance.

Sensory, physical and emotional demands.

- Balance the pressures of teaching and administrative demands and competing deadlines.

Work environment

- Within the context of Cardiff Metropolitan University's H&S policy, depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.

Expertise

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support.
- Use a range of delivery techniques.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Post: Lecturer in Education

Unit/School: Cardiff School of Education and Social Policy

***Key**
A - Application form
I - Interview
T -Test

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications	A good honours degree.	√		
	An earned doctoral level qualification.	√		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a 3-year period.	√	√	
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	√		
	Membership of a professional body.	√		
Knowledge (Essential)	A good level of knowledge relevant to the subject and professional area.	√	√	√
	Evidence of undertaking continuous professional development (CPD).	√		
	A sound understanding of pedagogy.	√	√	√
	A sound understanding of research/ innovation and scholarly activity.		√	√

Knowledge (Desirable)	Regional / National / International recognition in specialist subject and/or professional area	√		
Skills and Abilities Relating to	Ability to develop teaching and/or research programmes and the provision of learning support.	√		
	Ability to design teaching and learning material.	√	√	
	Ability to employ appropriate assessment methods.	√		
	Ability to support the development of research objectives, projects or proposals.	√		
	Ability to employ appropriate methods for disseminating research findings.	√	√	√
	Ability to contribute to the achievement of the School Strategic Enabling Plan and the development of other school activities.		√	
	Ability to undertake administrative duties in an accurate and timely fashion.	√		
	Ability to plan workloads and projects and manage resources effectively.	√		
	Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance.	√	√	
	Ability to take responsibility for a number of key areas such as module tutor, research supervision at undergraduate level.	√	√	
	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations at conferences, reports on findings, publications, feedback etc.	√		√
	Ability to develop productive working relationships as part of a professional team.	√		
Ability to work collaboratively on research projects through the development of appropriate partnerships.	√	√	√	
Skills and Abilities Relating to Role (Desirable)				

Experience Paid/Unpaid (Essential)	Experience of teaching/research or equivalent.	√	√	√
	Experience of attracting or generating funds/income through a variety of sources.	√	√	√
	Experience of working with others in a supervisory/guiding/supporting/mentoring capacity.	√		
Experience Paid/Unpaid (Desirable)	Experience of teaching and research in Higher Education.	√		
Other Requirements (Essential)	Ability to demonstrate a commitment to Equality and Diversity, Health and Safety, Quality Standards. *The appointment of the successful applicant will be subject to a Disclosure and Barring Service check (DBS, previously CRB).		√	
Other Requirements (Desirable)	Ability to speak Welsh	√		

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crb-criminal-records-bureau-check>