



Cardiff
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JOB DESCRIPTION

Job Title:	Senior Lecturer in Teacher Education and Professional Learning: PGCE Secondary English
Department:	Cardiff School of Education and Social
Policy Location:	Cyncoed Campus
Grade:	8A/B
Salary:	£46,718 - £54,131
Tenure:	Permanent
Hours:	37 hours per week
Accountable to:	Dean of School

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

Role Summary:

The Cardiff School of Education and Social Policy (CSESP) offers three accredited ITE programmes, PGCE Primary (3-11), PGCE Secondary (11-18) and BA (Hons) Primary Education with Qualified Teacher Status (QTS) programmes. These are accredited by the Education Workforce for Wales (EWC). Applications are invited for a Senior Lecturer in Teacher Education and Professional Learning: PGCE Secondary English within the Cardiff Partnership for ITE in CSESP. Applicants should be experienced within the field of secondary education and have QTS. As a member of the CSESP team you will be accountable for teaching, curriculum development, research and professional learning within your field of expertise. You will use innovative and inclusive learning strategies which serve to motivate and support students to achieve outstanding academic and professional outcomes.

The major commitment will be to teach and assess postgraduate ITE students on the PGCE programme and to work with schools to empower student teachers to realise their potential.

The post holder will also be expected to contribute to ITE programmes across primary and secondary sectors in relation to English and literacy

as well as core and professional and pedagogical studies across the programmes. Flexibility to teach across and to contribute to other areas of our provision within the Cardiff School of Education and Social Policy is required.



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ROLE PROFILE

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

Principal Duties and Responsibilities:

Teaching and learning support

- Design, develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels.
- Review on a regular basis course content and materials, updating when required.
- Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- Ensure that course design and delivery comply with the quality standards and regulations of the university and department.
- Support students on placements in schools.

Research and scholarship

- Lead research and/or innovation proposals and projects with the potential to generate income, to manage project deliverables, deliver outputs and secure impact.
- Work with university stakeholders to identify sources of research funding and lead the process of securing funds.
- Manage the delivery of individual and/or collaborative research projects to time and on budget.
- Apply knowledge acquired from research and innovation as well as scholarship to learning and teaching, and appropriate external activities.
- Lead the design and production of peer-reviewed publications and/or practitioner outputs, and/or disseminate research findings using other appropriate media.
- Make presentations at local, national and international academic and/or practitioner conferences or exhibit work in other appropriate events.

Communication

- Disseminate conceptual and complex ideas to a wide variety of audiences.

Liaison and networking

- Lead and develop internal networks for example by chairing and participating in School and Institutional committees.
- Provide professional advice e.g. act as external examiner.
- Lead and develop 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

- Provide academic leadership to those working within programme areas, as course leader or equivalent, by for example agreeing work plans to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans with reference to the Academic Handbook.
- Contributing to the development of teams and individuals.
- Act as a personal mentor to peers and colleagues.
- Resolve problems affecting the quality of course delivery and student progress within own areas of responsibility, referring more serious matters to others, as appropriate.
- Leading/contributing to courses through pedagogy /research activity.

Teamwork

- Help to lead teams within areas of responsibility.
- Help to ensure that teams within the department work together.
- Participate to help resolve conflicts within and between teams.

Pastoral care

- Responsible for dealing with referred issues for students within own educational programmes.
- Provide first line support for colleagues, referring them to sources of further help if required.

Initiative, problem-solving and decision-making

- Resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations.
- Make decisions regarding the operational aspects of own educational programme.
 - e.g. Contribute to decisions which have an impact on other related programmes.
 - e.g. Monitor student progress and retention.
 - e.g. Provide advice on issues such as ensuring the adequate balance of student population, appointment and student and other performance matters.
 - e.g. Spotting opportunities for strategic development of new courses or appropriate areas of activity and contributing to the development of such ideas.

Planning and managing resources

- Responsible for the delivery of own educational programmes.
- Contribute through the teams within which you are a member to the overall management of the School in areas such as resource management, business and programme planning.
- Lead in setting standards and monitoring progress against agreed criteria for own area of responsibility.
- Be involved through various routes in School level strategic planning and contribute to the Institution's strategic planning processes.
- Plan and deliver consultancy or similar programmes within the constraints of resources available.
- Be responsible for quality, audit and other external assessments in own areas of responsibility.

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 (e.g. laboratories, workshops, studios) may be expected to take responsibility for conducting risk assessments and reducing hazards.

Expertise

- In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.

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 to which they have been appointed. 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: Senior Lecturer in Teacher Education and Professional Learning: PGCE Secondary English

Unit/School: Cardiff School of Education and Social Policy

*Key

A - Application form I - Interview

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	A good honours degree at Master's level. Qualified Teacher Status (QTS) Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a 3-year period. Membership of a professional body. An earned doctoral level qualification.	✓ ✓ ✓ ✓	 ✓	
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
Knowledge (Essential)	An in-depth knowledge of ITE in the secondary phase and professional area. Evidence of undertaking continuous professional development (CPD). An in-depth understanding of pedagogy surrounding English and literacy. An in-depth understanding of research/innovation and scholarly activity.	✓ ✓ ✓	✓ ✓ ✓	✓ ✓
Knowledge (Desirable)	National / International recognition in specialist subject and/or professional area	✓		
Skills and Abilities (Essential)	Ability to design, develop and deliver a range of programmes at postgraduate levels. Ability to review programme design on a regular basis to ensure compliance with quality standards and academic regulations and to make alterations	 ✓	✓ ✓	

	<p>where appropriate.</p> <p>Ability to contribute to the achievement of the School Strategic Enabling Plan and the institution's strategic planning processes.</p> <p>Ability to identify opportunities for strategic development/improvement e.g. new courses, consultancy.</p> <p>Ability to identify (through the analysis of appropriate management information) areas requiring improved performance e.g. student numbers, student satisfaction.</p> <p>Ability to take responsibility for a number of key areas such as Chairing and participating in School and Institutional committees, leading projects.</p> <p>Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations, reports, learning materials, results of scholarly activity, feedback etc. to a wide variety of audiences.</p> <p>Ability to lead and contribute to the development of teams to ensure effective and productive working relationships.</p> <p>Ability to lead/develop/work collaboratively with a number of internal and external networks, e.g. professional associations, external examiners.</p> <p>Ability to plan workloads and projects and manage resources effectively.</p> <p>Ability to provide professional advice to a wide range of stakeholders.</p> <p>Ability to undertake administrative duties in an accurate and timely fashion.</p> <p>Ability to work collaboratively on research projects through the development of appropriate partnerships.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Skills and Abilities Relating to Role (Desirable)				
Experience Paid/Unpaid (Essential)	<p>Significant experience of teaching in the secondary school sector.</p> <p>Experience of HE teaching or equivalent, e.g. mentoring students on school placement.</p> <p>Experience of engaging in pedagogic and practitioner enquiry and research.</p> <p>Experience of contributing to the development of</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

	academic strategies for example, teaching and learning, research and enterprise. Experience of managing performance through the setting, monitoring and review of objectives	✓	✓	✓
Experience Paid/Unpaid (Desirable)	Experience of teaching and scholarship 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 deliver through the medium of 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>