



Cardiff
Metropolitan
University

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JOB DESCRIPTION

Job Title:	Lecturer in Exercise and Sport Psychology (0.5 FTE)
Department:	Cardiff School of Sport and Health Sciences
Location:	Cyncoed Campus
Grade:	7 AB
Salary:	£40,322- 45,361 per annum pro rata
Hours:	18.5 hours per week
Tenure:	Fixed term until 31 August 2021

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

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

Applied Psychology at Cardiff Metropolitan University is looking for someone to cover teaching responsibilities in Sport and Exercise Psychology. The post will enhance early career teaching focus, and will permit the successful candidate to work with students from level 4 to level 7.

In particular, we are looking to appoint someone who can help develop students' understanding of how psychology can be applied in sport and exercise contexts from a range of perspectives. The post holder will demonstrate a firm commitment to all aspects of learning and teaching, especially being able to support students to develop their skills and confidence. The successful candidate will also be able to show how they will adopt a range of teaching and learning strategies to enhance students understanding of the topic and develop their digital literacy, using blended learning and hybrid delivery.

The post holder will contribute to modules across sport and exercise programmes, will help supervise students, and will support and contribute to postgraduate provision. They will also be able to support workshops and other departmental activities.

The successful candidate will be supported in this developmental opportunity, and will be able to sign up for PGCert in Teaching in Higher Education modules to further support and enhance their teaching. They will also be supported in developing a research profile that is complementary to work within sport and exercise within the School of Sport and Health Sciences.

Principal Duties and Responsibilities:

- ***Deliver teaching sessions as required in the support of students.***



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ROLE PROFILE

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Teaching and learning support

- Design teaching material and deliver either across a range of modules or within a subject area.
- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or e.g. field trips and, where appropriate, placements.
- Identify areas where current provision is in need of revision or improvement.
- Contribute to the planning, design and development of objectives and material.
- Set, mark and assess work and examinations and provide feedback to students.

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

- Routinely communicate complex and conceptual ideas.

Liaison and networking

- Participate in and help develop internal and external networks for the benefit of Cardiff Metropolitan University in the areas of teaching and scholarship.

Managing people

- Mentor colleagues with less experience and advise on personal development.
- 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.

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 and field trips.
- Participating in developing ideas for generating income.

- Be responsible for administrative duties in areas such as admissions, time-tabling, 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.



PERSON SPECIFICATION

Job Title: Lecturer in Sport and Exercise
Psychology

School/Unit: Cardiff School of Sport and Health
Sciences.

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

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	A good honours degree.	✓		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a three year period.	✓	✓	
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	An earned doctoral level qualification	✓		
	Membership of a professional body.	✓		
Knowledge (Essential)	A good level of knowledge relevant to the subject and professional area in sport and exercise psychology.	✓		✓
	Evidence of undertaking continuous professional development (CPD).	✓		
	A sound understanding of pedagogy.	✓	✓	✓
	A sound understanding of research/innovation and scholarly activity.	✓	✓	✓
Knowledge (Desirable)	Knowledge of research methods, both quantitative and qualitative	✓		
	Knowledge of mental health and wellbeing in high performance / sport environments	✓		

Skills and Abilities Relating to Role (Essential)	Ability to design teaching and learning material.	✓	✓	✓
	Ability to employ appropriate assessment methods.	✓	✓	
	Ability to contribute to the achievement of the School Development 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, reports, learning materials, results of scholarly activity, feedback etc.	✓		✓
	Ability to develop productive working relationships as part of a professional team.	✓	✓	
Ability to work collaboratively through the development of appropriate partnerships.	✓			
Skills and Abilities Relating to Role (Desirable)	Ability to undertake research supervision at Master's level	✓		
Experience Paid/Unpaid (Essential)	Experience of teaching/scholarly activity 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 of teaching and research in Higher Education, in particular sport and exercise psychology	✓	✓	

Experience Paid/Unpaid (Desirable)	Experience of teaching and scholarship in Higher Education. Experience of working in sport and / or exercise psychology settings	✓ ✓		
Other Requirements (Essential)	Ability to demonstrate a commitment to Equality and Diversity, Health and Safety, Quality Standards.	✓	✓	
Other Requirements (Desirable)	Ability to speak Welsh.	✓		