

**Job Description for the Post of
Senior Lecturer in Education (Ref BS07/4)**

1. **General details**

Job Title:	Senior Lecturer in Education
Location:	Business School
Normal workbase:	Stoke Campus
Tenure:	Permanent
Salary:	Grade 8, currently £34,793 - £41,545 per annum

2. **Job Purpose**

To contribute to teaching and research within the Institute for Education Policy Research (IEPR).

3. **Relationships**

Responsible to:	Head of Education
Responsible for:	None

4. **Main Activities**

General Duties and Responsibilities

- (a) To teach and examine students in education and, in particular, the professional development of teachers working in the Lifelong Learning Sector (further, adult, community and workplace education). These students will be working on PTLLS, CTLLS, DTLLS and PGCE initial teacher training awards and on BA/MA continuing professional development awards. This may occasionally include duties that require overseas travel.
- (b) To devise and deliver courses of study in education as determined by award committees, and the Head of Education.
- (c) To undertake course management responsibilities as required in relation to Education Awards provided on campus, elsewhere in the UK and overseas. The post-holder will assume responsibility for managing the provision above, depending on experience and qualifications.
- (d) To manage liaison with external bodies (including partner colleges, other providers, LLUK, SVUK and OFSTED) with regard to Education Awards. This will include supporting staff development and curriculum development and monitoring standards.
- (e) To maintain their area of expertise and to develop it in appropriate ways under the general guidance and oversight of the Dean of School.
- (f) To participate with other staff in the development of innovative teaching, learning and assessment strategies.
- (g) To develop a research output in education which will contribute to the profile of the university in educational research.
- (h) To secure external funding for research and development projects in Education.
- (i) To contribute to research projects within the Institute for Education Policy Research.

5. **Person Sought**

The successful candidate will:

- Be a highly motivated graduate with a qualification at Masters or PhD level in education, or who is currently studying for one of these qualifications
- Possess a Certificate in Education/PGCE Post-Compulsory or Qualified Teacher Status
- Have knowledge and significant experience of working in Lifelong Learning sector organisations
- Have some lecturing and assessment experience in Higher Education
- Have experience of senior management/leadership responsibility in a Lifelong Learning sector organisation
- Be familiar with current developments in training for teachers in the Lifelong Learning sector
- Be able to demonstrate strong potential for contributing to the university's research in Education
- Be able to demonstrate proven capability in the design and management of courses for teachers in the Lifelong Learning sector, ideally within the context of Higher Education
- Have excellent research skills
- Have ability to co-ordinate the work of others as well as an ability to work independently, and under own initiative
- Effective organisational and management skills
- Be a team player with excellent interpersonal and communication skills
- Possess tact and integrity
- Have a commitment to the University's mission and delivery of the University Plan
- Be willing to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

6. **Special Conditions**

This is a permanent, full-time (1.0fte) post.

New Lecturer Development Policy

The University is keen to support staff in achieving high standards of pedagogy in order to facilitate effective student learning. All newly appointed full-time and fractional contracted members of academic staff who have less than three years teaching experience and do not have the equivalent qualification from another University, are required to undertake and complete the Post Graduate Certificate in Higher and Professional Education (PgCHPE)/Post Graduate Diploma in Professional Education in Healthcare (PgDPEH) or 5-day survival guide to Teaching in Higher Education as a condition of his/her employment with Staffordshire University, in accordance with the policy. If you are shortlisted this will be explained further by the chair of the interview panel. Positive engagement in CPD in order to attain a high standard of pedagogy will be one of the factors considered during probation, at annual appraisals and when promotions are being made. Active involvement in the Post Graduate Certificate in Higher and Professional Education would be one source of evidence.

Research and Scholarly Activity

The duties of lecturing posts include participation in appropriate research and scholarly activity indicated in the Research Policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching, administration and research appropriate to particular posts. This will be determined by your Dean of Faculty in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

The post holder must be prepared to travel overseas, as required.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Procedure following Receipt of Applications

All applicants are asked to note that interviews will normally be held within one month of the closing date and shortlisted candidates will be contacted to attend for interview as appropriate. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two months of the closing date specified are therefore asked to consider their application unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

Completed application forms should be returned to:

Personnel Services, Staffordshire University,
PO Box 662, College Road, Stoke on Trent, ST4 2XP

Closing date for receipt of completed application forms: 28 May 2008

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1st August 2007 onwards: -

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.