

Academic: Education Focused Job Family – Grade 7

Role Summary

This profile builds on the activities outlined in Grade 6. Role holders at this level will have substantive teaching experience and a growing reputation within their field/discipline. They will be accountable for the innovative design, delivery and quality of a number of modules within a School, and will plan and lead the curriculum development/revision in their area. They will teach, supervise and assess students from undergraduate to postgraduate level, and are likely to be engaged in individual/collaborative scholarship projects, disseminating results as appropriate. Role holders will also contribute to the development of wider or new teaching programmes/strategies, and will support the effective management of the School through delegated responsibility for key administrative activities/duties. In addition, role holders are likely to engage in knowledge exchange and outreach activities. Knowledge and skills required will typically be gained following the attainment of a degree and PhD in the relevant subject area/discipline, together with approximately 4 years relevant post-doctoral teaching and possibly research experience.

Representative Work Activities (Based on National Library of Role Profiles/HERA)

Teaching & Learning Support	<ul style="list-style-type: none"> • Design teaching material and deliver either across a range of modules/within specialist discipline. • Use appropriate teaching, learning support and assessment methods. • Supervise student projects, 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 teaching and learning objectives and material. • Set, mark and assess work and examinations and provide feedback to students.
Research	<ul style="list-style-type: none"> • Engage in subject, professional and pedagogy research as required to support and develop teaching activities. • Conduct individual or collaborative scholarly projects. • Identify sources of funding and contribute to the process of securing funds for own scholarly activities, where appropriate. • 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.
Communication	<ul style="list-style-type: none"> • Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media.
Liaison & Networking	<ul style="list-style-type: none"> • 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.
Team Development	<ul style="list-style-type: none"> • Mentor colleagues with less experience and advise on personal development. • May be expected to supervise the work of others. • Co-ordinate the work of others to ensure modules are delivered to the standards required.
Teamwork & Motivation	<ul style="list-style-type: none"> • 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 students' needs.
Pastoral Care	<ul style="list-style-type: none"> • Act as a module convenor/co-ordinator. • Be responsible for the pastoral care of students within a specified area.

Initiative, Problem-Solving & Decision-Making	<ul style="list-style-type: none"> • 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. • Sole responsibility for the design and delivery of own modules and assessment methods. • Collaborate with colleagues on the implementation of assessment procedures. • Advise others on strategic issues such as student recruitment and marketing. • Contribute to the accreditation of courses 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.
Planning & Organising Resources	<ul style="list-style-type: none"> • 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. • Be responsible for administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress and student attendance.
Sensory & Physical Demands	<ul style="list-style-type: none"> • Demands may vary from relatively light to a high level depending on the discipline and type of work undertaken, and may involve carrying out tasks that require the learning of certain skills
Work Environment	<ul style="list-style-type: none"> • 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.
Knowledge & Experience	<ul style="list-style-type: none"> • Possess sufficient breadth/depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support. • Awareness of the current and future priorities of the School. • Knowledge required is typically gained through the attainment of a degree and PhD qualification in the subject area together with approximately 4 years relevant post-doctoral work experience. • Proactively engage in continuing professional development/training to keep knowledge and skills up-to-date. • Knowledge of and adherence to the University's Health and Safety and Equal Opportunities policies/procedures. • Membership of relevant professional body.

Personal Skills and Attributes

- Ability to deliver on/contribute to significant scholarly projects/programmes.
- Strong communication, interpersonal and presentation skills, capable of using a range of delivery techniques to enthuse and engage students.
- Strong analytical and problem solving capability.
- Effective leadership/management skills.
- Ability to motivate and support others and build team morale.
- Ability to secure funding for future scholarly projects and initiatives.
- Ability to manage resources/budgets, where applicable.
- Advanced planning, organisational and prioritising skills.
- Innovative and creative – ability to generate new ideas and recommendations for change/improvement.
- Courtesy, respect and collegiality at all times.