

## JOB DESCRIPTION

**Job Title:** Post Graduate Lecturer: MA Education  
Post Graduate Lecturer: Professional Doctorate in Education

### St Mary's Institute of Education

**Starting Salary:**

Post Graduate Lecturer MA Education:

Lecturer - £15,207 per annum, based on full time salary £38,017 per annum  
Hours: 14.4 hours per week (0.4 FTE)

Senior Lecturer - £17,117 per annum, based on full time salary £42,792 per annum  
Hours: 14.4 hours per week (0.4 FTE)

Post Graduate: Professional Doctorate in Education:

Lecturer - £22,810 per annum, based on full time salary £38,017 per annum  
Hours: 21.6 hours per week (0.6 FTE)

Senior Lecturer - £25,675 per annum, based on full time salary £42,792 per annum  
Hours 21.6 hours per week (0.6 FTE)

**Hours:** Part time, or for a suitably qualified candidate these two posts could be combined as a full-time post

**Start date:** January 2021

**Term:** Permanent

**Annual Holiday:** 35 days per annum pro rata

Two part time posts, or for a suitably qualified candidate these two posts could be combined as a full-time post

## **St Mary's University Mission Statement**

St Mary's University has been serving the common good and the Church since 1850 when we were founded to train teachers for the children of poor Catholic families. We have a strongly student-focused mission aimed at preparing them for flourishing lives, successful careers and social commitment through excellent, research-enriched teaching in a strong community of mutual respect based on our Catholic ethos and identity. 25% of our students come from families earning less than £15,000 per annum and we are committed to providing them with increasingly high levels of teaching, learning, student experience and employability.

St Mary's is a strong community characterised by trust and respect among staff and students, inclusive values that are built on our Catholic ethos. We are developing a strong focus on research and knowledge transfer/exchange and we have achieved an 'Outstanding' grade from OFSTED for our provision in Teacher Training. St Mary's has excellent relationships with the Catholic dioceses of the UK and expanding links with Catholic institutions around the world.

## **The Institute of Education Mission Statement**

In serving the mission and ethos of St Mary's University, the Institute of Education aspires to be a model of collaborative engagement, in which provision for those working in diverse educational settings is characterised by outstanding professional research, practice and our distinctive and yet inclusive Catholic nature. This is manifested in a culture which promotes, with integrity, support and challenge, collaboration, partnership and passion in learning, in order to nurture those working with children, young people and their families to be ready to meet the challenges of today and anticipate and shape those of tomorrow.

## **The Institute of Education**

The Institute of Education (IoE) actively works within a distinctive and inclusive mission, with a broad range of undergraduate and postgraduate routes into the teaching and related professions. The knowledge, skills, attitudes and values developed through our programmes not only enhance employability but also enable our graduates to make significant contributions to transforming life chances of young people, social justice and the common good. The Institute offers a range of Masters programmes and opportunities for advanced study. Areas of research activity within the Institute include Mathematics, Pedagogy, Coaching and Mentoring, Leadership and Change, Catholic Education and Inclusive Teaching and Learning. IoE staff are expected, encouraged and supported to commit fully to personal and on-going academic and professional development pertinent to their specialist fields of teaching. Strong support is available to a newcomer in Higher Education.

## **Overall Role**

### **Main Duties and Responsibilities**

- To develop and prepare learning resources/ module guidance in the face to face and online delivery of Masters in Education, and/or Professional Doctorate in Education teaching and learning
- To participate in the organisation, evening and weekend teaching (both face to face and online), supervision and marking of students' Masters level and Doctoral level assignments,
- To act as a personal tutor and to uphold the University's tradition of student centred, tutor supported learning via face to face contact and online platforms
- To contribute to recruitment events, Post Graduate team meetings, student programme board events and exam boards
- To engage with and strengthen the University Mission and to participate in the broader academic life of the University
- To possess a strong commitment to one's own academic and professional development through scholarship
- To engage with personal CPD where possible
- To undertake other duties as reasonably requested by the Head of Department

### **Education and Experience**

#### **MA Education:**

1. Qualified Teacher Status (or equivalent) and at least a Masters degree qualification
2. Proven track record of successful school-based teaching and leading, continuing professional development programmes and professionally recognised career development courses for teachers and trainee teachers
3. Demonstrable evidence of successful and engaging online and blended teaching and learning strategies
4. Expertise in the theory and practice of pedagogy
5. Proven experience in supervising Masters students to successful degree completion

#### **Professional Doctorate in Education:**

1. Qualified Teacher Status (or equivalent) and Ed Doc/PhD qualification
2. Proven track record in successful teaching and supervisory support of Doctoral students working in the field of education
3. Demonstrable evidence of successful and engaging online and blended teaching and learning strategies
4. Demonstrable research profile, including submission to REF 2020
5. Contributing to research community in educational leadership and pedagogy

## **Personal skills, styles and qualities**

- You will have the ability to motivate, mentor and support students and have knowledge of inclusive learning opportunities and development needs
- You will be able to work effectively as a member of a team, contribute to recruitment events, and establish and maintain good relationships with colleagues and students
- You will be able to facilitate face to face and online discussions to collaborate with colleagues, and offer support and guidance to students
- You will possess a high level of communication, interpersonal and presentation skills

## **Lecturer Role Profile**

### **1 Communication**

- **Oral**

- Receive, understand and convey information, using media, in a clear and accurate manner from routine (information handling to complex (e.g. delivering lectures at Masters level and Doctoral level
- Convey concepts and theories effectively in lectures.
- Provide feedback to students at Masters and Doctoral level

- **Written**

- Receive, understand and convey information, using a range of written material, in a clear and accurate manner from routine (e.g. e-mail, memos and letters) to complex (e.g. Masters level marking / formative feedback)

- **Teamwork and Motivation**

- Collaborate with colleagues, discuss and agree taught content, teaching methods, co-teaching, and other issues on an ongoing basis in team meetings.
- Work in conjunction with other colleagues (e.g. learning support and administrative staff).
- Attend and contribute to team meetings

## **Liaison and Networking**

- Participate in appropriate internal networks (Post Graduate taught and research teaching and learning groups).
- Participate in appropriate accreditation or professional bodies and attend meeting or workshops for CPD

## **Service Delivery**

- Provide a service to students i.e. preparing for and delivering face to face and online teaching and learning that covers the curriculum outline.
- Review the summative and formative feedback and student assessments. Attend Programme Exam Boards. Contribute to modules appropriately to ensure quality.

## **Decision Making Processes and Outcomes**

- Make independent decisions about content and teaching methods providing that they continue to meet the overall curriculum / course outcomes.
- Provide input and advise to support the decision making of others.
- Make decisions collaboratively with colleagues.

## • **Planning and Organising Resources**

- Plan and prioritise own work or resource where it impacts on own responsibilities (e.g. module delivery), with guidance if necessary.
- Work with others to plan and organise small projects ensuring effective use of resources

## • **Initiative and problem solving**

- Respond to pedagogic and practical challenges

## • **Analysis and Research**

- Conduct scholarship in own subject area (e.g. by keeping up to date with literature).
- Ensure that teaching materials remain current and reflect recent research in the area.
- Continually update knowledge and understanding in field or specialism.

## • **Sensory and Physical Demands**

- Carry out tasks at a level appropriate to the discipline and type of work.

- Acquire where appropriate and the opportunity is provided by the University, new skills necessary for effective teaching.
- **Work Environment**
  - Ensure that the work environment is suitable for purpose (e.g. ensure appropriateness and safety of personal office space; undertake staff development opportunities as they relate to the health and safety of others).
  - Be aware of the potential impact of their own work on others.
  - Consult with more experienced colleagues to ensure the safety of others
  - Depending on area of work and level of training received, may be expected to conduct risk assessment and reducing hazards.
- **Pastoral Care and Development**
  - Provide support and advice on standard welfare and sensitive issues through the use of listening, interpersonal and pastoral skills.
  - Be understanding and maintain confidentiality and appreciate needs of individual students (e.g. acting as a personal tutor & supervisor).
  - Show sensitivity to students and know to whom to refer to for further help
- **Team Development**
  - Participate with colleagues to ensure effective team work
- **Teaching and Learning Support**
  - Within responsibility, work with others to design content of learning materials within existing frameworks and make modifications to existing materials to meet defined learning outcomes
  - Assess the work and progress of students by reference to criteria and provide constructive feedback to students
  - Teach as a member of a teaching team in developing capacity within an established programme of study, with the assistance of a mentor if required
  - Teach face to face and online effectively both in the context of small groups and with larger groups of students
  - Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
  - Identify learning needs of students and define learning objectives (consulting with more experienced staff as appropriate).
  - Supervise the work of students, provide advice on study skills and help them with their learning outcomes.

- Seek ways of improving own performance by reflecting on teaching design and delivery and obtaining and analysing feedback and consulting with more experienced colleagues regarding possible improvements.