

Job Description

Job Title:	Lecturer (Business Management Top Up)
Salary Band:	Band 4
Working Hours:	Full Time Professional Contract (37 hours per week for nominal purposes)

Overall purpose/accountabilities:

Effectively contribute to the development and delivery of educational activities. Assisting the Senior Lecturer/Programme Manager with the development and promotion of teaching and related research and external engagement activities. Delivering consistently in conjunction with Faculty stakeholders and Institutional policies.

Reporting lines:

This job reports to the Senior Lecturer/Programme Manager.

Staff reporting to this job:

None.

Main duties:

Deliver, support and monitor teaching at both undergraduate and postgraduate level according to own area of subject specialism and related areas by the provision of lectures, workshops, tutorials and other means of teaching, as appropriate. Resolving related issues affecting delivery in accordance with associated regulations, procedures and good practice.

Resolve student problems across relevant modules and programmes, including attendance issues and students failing to submit work etc. Accessing the support of the Senior Lecturer/Programme Manager as appropriate.

Support the Senior Lecturer/Programme Manager in the retention, progression and achievement of students.

Contribute to the enhancement of quality in teaching, the development of academic programmes and teaching practices in conjunction with institutional policies.

Contribute to curriculum development of designated modules across programmes as appropriate.

Contribute to the administration of modules and programmes. Taking an active role in attendance monitoring procedures.

Participate in relevant Staff Student Liaison Committees, Boards of Study and Assessment Boards, as required.

Work closely with the Career, Employability and Enterprise team, Library team and other departments across the institution to bring added value to the student experience.

Plan, organise and participate in student field trips and visits in accordance with module specifications.

Commitment to promoting and incorporating our corporate values throughout all streams of service delivery.

To promote and encourage the practice of the University's equality and diversity principles in contacts with all staff, students and partners.

Any other duties commensurate with the nature of the job, as determined by an appropriate manager.

Special factors:

This role may require some national/international travel to attend events in support of academic and professional development or recruitment activities.

Generic to all Lecturers:

All Lecturers will carry out a range of duties. Whilst it is not anticipated that all activities listed below will be covered by one individual, it is expected that individuals will make a balanced contribution to all areas of academic activity.

Teaching and Research.

Agree and manage all teaching, research and administration responsibilities with guidance and support from a Senior Lecturer/Programme Manager.

Undertake teaching as a member of a teaching team in a developing capacity within an established programme of study across a variety of settings.

With support from a Senior Lecturer/Programme Manager, engage in the development and innovation of teaching materials, methods and approaches that challenge, foster debate and encourage critical thinking. Reflecting on teaching design, delivery and feedback to engender a process of continuous improvement.

Under the direction of a Senior Lecturer/Programme Manager utilise appropriate assessment instruments and criteria, assess the work and progress of students with reference to appropriate criteria and provide constructive feedback.

Develop and implement personal and collaborative research plans. Disseminating the associated outcomes through publication and presentation as well as applying acquired knowledge into teaching and reachout activities.

Student Support:

Act as a personal tutor and undertake pastoral duties to deal with sensitive student welfare issues. Referring students to appropriate student support services as appropriate.

Management:

Assist the Senior Lecturer/Programme Manager in day to day programme management issues, including the management of students and administrative tasks.

Support the Senior Lecturer/Programme Manager as the key point of contact for members of the programme team.

Support the Senior Lecturer/Programme Manager in the effective management all staff and resources, ensuring all policies and procedures with respect of staff recruitment, selection, induction, appraisal, staff development, recognition, performance management and health and safety are adhered to and consistently applied.

Assist the Senior Lecturer/Programme Manager in ensuring a collaborative approach to team working is engendered within the team. Attending team meetings and effectively contributing to the work of the University of Sunderland in London academic management team.

External Engagement:

In conjunction with the Career, Employability and Enterprise team, support the development and organisation of Guest Speaker seminars, visits to businesses and other organisations, and the arrangement of student placements and internships.

Employability:

Ensure students have an effective learning experience by providing high quality academic guidance and advice and therefore enhancing their retention, progression and employability.

Professional Development:

Comply with institutional expectations as an individual member of academic staff in relation to their own self-monitoring, continuing professional development and self regulation.

Engage in appropriate professional development activities, including active membership of professional bodies.

Support the development of University of Sunderland in London by establishing close working relationships with the local national and international professional and academic community to enhance the student experience.

Continually update knowledge and understanding at the forefront of the relevant academic discipline and/or professional practice.

Person Specification

<p>Essential</p>	<p>Qualifications</p> <p>Degree or equivalent professional qualification in a subject relevant to own area of teaching.</p> <hr/> <p>Experience</p> <p>Proven experience of teaching within a Higher Education setting.</p> <p>Proven experience of working and teaching in a multi-national and multi-cultural environment.</p> <p>Proven experience of working within a team environment, to collaborate with colleagues across curriculum development and delivery, research and external engagement.</p> <p>Specific teaching experience in two or more of the following subjects on the Business Management top up year degree programme:</p> <ul style="list-style-type: none"> • Project Management • Strategic Management • Marketing • Strategic Human Resource Management
	<p>Skills & Attributes</p> <p>Demonstrable ability to provide a high quality teaching and learning experience by designing teaching and learning materials that are innovative, engaging, up to date and appropriately challenging.</p> <p>Possess appropriate breadth or depth of specialist knowledge in the discipline to work within established teaching, research and external engagement activities.</p> <p>Proven ability to underpin teaching and curriculum development with personal research and/or external engagement activity (as appropriate).</p> <p>Proven ability to plan and organise workload according to appropriate milestones and timescales, allocating time effectively.</p> <p>A commitment and appreciation of the importance and effective delivery of an excellent student experience to all learners.</p>
<p>Desirable</p>	<p>Qualifications</p> <p>Membership of a relevant professional body.</p> <p>Postgraduate qualification.</p> <p>Higher Education Teaching qualification (e.g. PG Cert).</p> <p>Higher Education Academy Fellowship.</p>

	<p>Experience</p> <p>Previous experience of administrative duties within the private, further or higher education sector.</p> <p>Recent experience and/or a profile within related industry/professional practice.</p>
	<p>Skills & Attributes</p> <p>Evidence of establishing links with industry and professional practice.</p>

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