

Job Description

Job Title:	Lecturer (Practice) in Primary Education (Foundation Subjects and Computing)
Job Ref:	HED408-R
Campus:	Hendon
Grade:	Grade 7
Salary:	£38,778 - £44,545 per annum including outer London weighting
Period:	Permanent
Reporting To:	Head of Education
Reporting to Job Holder:	None

Role Summary

The post will be held by an experienced, enthusiastic and high quality practitioner or academic with a track record of excellence in primary teaching in UK schools. All Primary Education academics are expected to teach across a number of aspects of the curriculum (e.g. Professional Development) in addition to their specialist subjects. The post holder will specialise in teaching across the foundation subjects of the primary curriculum, particularly computing.

Job Purpose

To work collaboratively within the Department to ensure an effective learning experience for students within the strategic direction of the Department, Faculty and University. Additionally, this role will focus on the development and teaching of Primary foundation subjects, particularly computing. Key aspects of the role will include:

- Teaching on primary programmes (particularly foundation subjects and computing)
- Operating effectively as part of a team of academic and administrative colleagues to facilitate learning in the University to the highest quality through teaching, administration and advice work.
- Contributing to aspects of primary curriculum development and leading on modules, particularly in foundation subjects and computing
- Contributing to the development of the primary partnership
- Contributing to CPD delivery, consultancy and collaborative link activities
- Contributing to the development of innovative face to face and remote/online teaching and assessment methods, in curriculum development
- Involvement in cross Departmental activities

Main responsibilities

Learning and teaching

- Plan and lead high quality teaching, learning and support for trainees both face to face and remotely using appropriate online platforms.
- Make a significant contribution to the development of the Primary Education Programmes specialising in foundation subjects and computing.
- Contributing to other areas of teaching in primary education and across the department as appropriate.
- Design, develop and review teaching activities and materials
- Identify best and innovative practices in learning and teaching and build these into personal teaching practice
- Maintain an understanding of how emerging research in the subject discipline can shape and improve the curriculum, and inform personal teaching practice
- Contribute to course/programme review and design
- Give effective advice, guidance and feedback to students, to support their academic progress
- Enhance student experience and outcomes

Practice and knowledge transfer

- Provide support and quality assurance of school placements across all routes into primary teaching
- Work as part of the Primary Team to build networks with the Primary Partnership, to develop a professional profile and enhance the University's connections in the area of activity
- Contribute to the improvement of professional standards and practices, through advice, investigation, publication and involvement in initiatives
- Maintain a profile in personal professional practice which has a proven impact on colleagues and practitioners
- Work with colleagues on research-led knowledge transfer initiatives
- Supervise postgraduate students

Academic Leadership and Management

- Lead learning and teaching activities in a particular area as agreed, e.g. module leadership
- Work collaboratively with the Director of Programmes and Programme Leaders in the development of the Primary Partnership
- Contribute to the administration of the academic programme, by supporting student recruitment, induction etc
- Advise and coach colleagues
- Undertake other activities, as required.

Hours: The duties and responsibilities of a Lecturer are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfill your duties and responsibilities.

Leave: 35 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

PERSON SPECIFICATION

Post Title: Lecturer (Practice) in Primary Education (Foundation Subjects and Computing)

Essential Requirements

Knowledge, Skills and Experience

- Appropriate academic qualifications at postgraduate level (normally a minimum of an Education related Master's degree or equivalent)
- Qualified Teacher Status (QTS) is a requirement
- At least 3 years' experience as a qualified teacher is required
- Proven ability to deliver high quality face to face and online/remote teaching (particularly in foundation subjects and computing) in UK schools and, ideally, Higher Education (this is not essential)
- Evidence of subject knowledge required for teaching the foundation subjects curricula
- Evidence of knowledge and understanding of current Initial Teacher Training issues
- Some experience in supporting primary trainee teachers as a mentor in school and/or tutoring trainee teachers for an ITT provider
- Experience of designing high quality teaching and learning for both face to face and remote/online situations, promoting good professional practice.
- Evidence of developing relationships with networks of teachers, schools or settings
- Evidence of working effectively with and/or leading teams of people

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Closing date for receipt of applications: see job advertisement

Interview date: see job advertisement

What Happens Next ?

If you wish to discuss the job in further detail please contact Dr Christine Khwaja at c.khwaja@mdx.ac.uk.

Academic Professional Apprenticeships (APA) (updated January 2020)

Newly appointed academic professionals, including Associate Lecturers, engaged in higher education teaching and/or research have for some years been required to undertake the PG Cert HE programme unless they hold an equivalent qualification or relevant experience. This is because Middlesex University is committed to the professionalisation of teaching in higher education through recognition and the celebration of good practice in learning and teaching. The PG Cert HE carries academic credit, not only for articulating and demonstrating the scholarship of teaching and learning but, of equal importance, for evidence from practice which convincingly underpins espoused theory.

From September 2018, subject to eligibility criteria, Academics without a teaching qualification are now required to undertake the Academic Professional Apprenticeship or the PG Cert HE as appropriate. Key points *(please refer to the Academic Professional apprenticeship Guidelines for more detailed information)* <https://www.intra.mdx.ac.uk/key-information/academic-professional-apprenticeship>

- The Academic Professional Apprenticeship is expected to be completed over 18 to 24 months.
- Employees working less than 0.8 FTE will have the duration of the Apprenticeship extended.
- 20% of the contractual time is set aside for off the job Training (7 hours a week approximately).
- Applicants will be auto-registered on the Apprenticeship in October or January following their employment.
- Exemptions for prior learning can be considered, if some modules have been completed.
- The Apprenticeship is managed by the Education Department.
- Applicants have 2 years to successfully complete the programme.
- Staff completing the apprenticeship will be awarded: the Academic Professional Apprenticeship, the PG Cert Higher Education and Fellowship of the Higher Education Academy (FHEA).

Guidance Table

Considerations	Answer
Prior Qualifications Does applicant already have a teaching Qualification? PG Cert HE, FE etc or has 3 years teaching experience in HE .	If yes, no further action is required. If No , they will be required to do the APA
Is applicant a UK or EEA national or a non UK or EEA national who has been in the UK for at least 3 years ?	If yes, the applicant will be required to do the APA. If No, they will be required to undertake the PG Cert HE as they will not be eligible to do the APA

Level 2 English & Mathematics (GSCE) Has the applicant completed level 2 English & Mathematics or equivalent? (Evidence will need to be provided).	If yes the Applicant will be able to do the APA. If No, the Applicant will be required to undertake the PG Cert HE, as they are not eligible to do the APA.
Part Qualified Has the applicant already commenced a PG Cert HE, FE Programme in another institution and completed some of the modules?	The applicant will still be required to complete the APA and may be given credit for the modules already completed. The recognition of prior learning (RPL), may reduce the overall time to complete the Apprenticeship. However, all apprenticeships must be undertaken over a period of at least twelve months.
Start date When are applicants expected to start the programme?	If the applicant commences employment before September, they will commence the programme in September. Applicants who commence employment after September but before January, will commence in January.
Deferral Are applicants able to request a deferral?	Approval for deferral will be given by the Executive Dean or Head of School.

Postgraduate Certificate in Higher Education Programme

Staff who do not hold a teaching qualification in Higher Education may be required to undertake a PGCHE on appointment.

POST GRADUATE CERTIFICATE IN HIGHER EDUCATION

Set out below are the conditions which apply to newly appointed academic or related staff in relation to the PG Cert Higher Education programme:

- all staff with a contract of more than two years duration and not less than 0.5 FTE are expected to complete the programme unless exempted at the time of appointment;
- other fractional staff and part-time hourly-paid staff may enroll on the programme subject to the normal University conditions concerning payment of tuition fees;
- exemption shall be granted to suitably qualified and experienced staff: *i.e.* 3 years full-time or equivalent or PG Cert HE or equivalent;
- normally staff should be expected to complete the PG Cert HE programme successfully within 24 months of enrolling;
- normally there will be an upper limit of four years to complete the programme successfully. If problems are identified at 30 months every effort will be made to resolve them at a staff development level;
- failure to complete the programme within four years may result in delayed grade progression within the University from Lecturer to Senior Lecturer and is likely to be considered negatively when candidates in such a position apply for promotion;
- staff must be given adequate time to complete the programme within an agreed time framework (*i.e.* normally within 24 months);
- staff will normally be given a time allocation of 0.1 FTE in order to participate in the programme;
- staff who do not complete the programme successfully within 48 months of enrolment without good cause shall not receive a further increment until they do successfully complete the programme;
- where exceptional circumstances apply staff should have the right to appeal to the Deputy Vice-Chancellor against a decision to withhold increments pending successful completion of the programme within four years.

The following qualifications will be considered for exemption of new teaching staff from undertaking the PGCHE:

Either

- Qualified teacher status: e.g. Registered teaching qualification recognised by SEDA, Bed, PG Cert E or further education qualification;
- DFEE registered teaching number (school based number);
- Recognised ENB (NURSING) teaching qualification.

Or

- Three years full time teaching experience (subject to review following guidelines from ITLHE).

Not Accepted

General Adult Education cert. not accepted at present as it does not consider theories of learning, knowledge, needs, skills, and principles of learning.

NB Regardless of exemption, all new lecturers to the University **MUST** go through academic induction.