

### Job Description

<b>Job Title:</b>	<b>Associate Lecturer in Policing</b>
<b>Job Ref:</b>	<b>LAW156A</b>
<b>Salary:</b>	<b>£33,879 - per annum inclusive of Outer London Weighting rising to £38,854 incrementally each year.</b>
<b>Hours:</b>	<b>35.5 hours per week, actual daily hours by arrangement</b>
<b>Period:</b>	<b>Two year fixed term in the first instance with the possibility to extend</b>
<b>Reporting To:</b>	<b>Head of Department of Criminology and Sociology</b>
<b>Reporting to Job Holder:</b>	<b>NA</b>

#### **Role Summary**

The role of Associate Lecturer is to enhance the student learning and teaching experience. This opportunity is open to emerging academics and/or practitioners seeking to gain academic experience working within an established academic team. They will contribute to the Policing Education Qualifications Framework (PEQF) programmes.

#### **The post**

The post holder will contribute to teaching, assessment and curriculum development on the PEQF programmes as suited to their experience and background. The focus is on supporting student officers' experience and learning in a variety of learning environments both physical and/or virtual.

The role involves supporting student learning via our virtual learning platform, complemented by concentrated blocks of face-to-face teaching in Surrey, Sussex and Hampshire police training centres throughout the calendar year. All associated travel, accommodation and subsistence costs will be covered by the University.

Because the post holder will have unsupervised access to police premises and student officers' personal data, appointment will be dependent upon successfully obtaining Non Police Personnel Vetting (NPPV) Level 2.

The University confirms its commitment to develop, maintain and support a comprehensive policy of equal opportunities in employment within the University.

Many of our staff work flexibly in many ways, including part-time. The University supports job sharing where it is reasonable and practical to do so.

As an equal opportunities employer, we welcome applications from all suitably qualified persons and all appointments will be made on merit. We would particularly welcome

applications from women and from the Black, Asian and Minority Ethnic (BAME) community who are currently under-represented in this area.

## **Main responsibilities**

### **Learning and teaching**

- Deliver classes/seminars/workshops within an established course and academic team.
- Support student learning face-to-face and online.
- Give effective advice, guidance and feedback to students, to support their academic progress.
- Coach student officers face-to-face and online and undertake tripartite reviews.
- Contribute to assessment activities, including marking and providing feedback.
- Develop learning resources, including on-line materials.
- Contribute to the writing of new teaching materials.
- Participate in field trips and invigilation as required.

### **Professional practice**

- Assist with professional practice activities where appropriate.
- Engage in relevant practice professional practice to support personal development.
- Engage regularly with the relevant forces when required.

### **Research, knowledge transfer and**

- Assist with research and/or knowledge transfer activities as appropriate.
- Engage in research and /or knowledge transfer to support personal development.

### **Administration and management**

- Contribute to the successful delivery and development of PEQF programmes as required.
- Contribute to the management of the academic programme, including through administration of modules and cohorts and management of the APTEM (Apprentice) data base
- Contribute to the development of learning and teaching activities in a particular area as agreed
- Undertake other activities, as required

**Leave:** 30 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 this post requires teaching in short blocks of time (usually no more than 2 days) at Sussex/Surrey/Hampshire police training facilities and so demands flexibility. Teaching and assessment occurs across the calendar year and is not limited to the academic teaching calendar. 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: Associate Lecturer in Policing**

### Knowledge, Skills and Experience

- Appropriate academic qualifications and experience (a good first degree in a relevant subject and recent operational policing experience, or a postgraduate degree or near completion, or relevant professional qualification).
- Ability to deliver high quality teaching consistent with the Policing Education Qualifications Framework, engaging students to motivate them to perform at their best
  - Commitment to engage with relevant academic and/or professional practice to inform personal teaching practice and academic development
- Proven ability to work on own initiative and as part of a team
- Willingness to travel, as required, to attend meetings and deliver teaching
- Demonstrable commitment to fairness and the principles of equality and inclusion.

### Fixed Term Contract

This temporary appointment is for the following allowable reason:

Short term funding available for post

**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:**

### **What Happens Next?**

If you wish to discuss the job in further detail please contact Associate Professor Elena Martellozzo ([E.martellozzo@mdx.ac.uk](mailto:E.martellozzo@mdx.ac.uk)). If selected for interview, you will be advised within 1 week of the closing date.

### **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**

<b>Considerations</b>	<b>Answer</b>
<b>Prior Qualifications</b> Does applicant already have a teaching Qualification? PG Cert HE, FE etc or has 3 years teaching experience in <b>HE</b> .	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 <b>non UK</b> 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

<b>Level 2 English &amp; Mathematics (GSCE)</b> 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.
<b>Part Qualified</b> 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.
<b>Start date</b> 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.
<b>Deferral</b> 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.