

## Job Description

<b>Job Title:</b>	<b>Senior Lecturer (Practice) in Learning and Teaching in Higher Education</b>
<b>Job Ref:</b>	<b>HED456</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 8</b>
<b>Starting Salary:</b>	<b>£47,205 per annum inclusive of Outer London Weighting rising to £54,273 incrementally each year.</b>
<b>FTE:</b>	<b>1</b>
<b>Period:</b>	<b>Permanent</b>
<b>Reporting To:</b>	<b>Head of Education</b>

**Reporting to  
Job Holder: None**

### **Role Summary**

The role will be held by an experienced academic with a credible track record of influencing their field of practice and of excellence in teaching at undergraduate and postgraduate levels in Education. The successful candidate will have a leadership role for our Postgraduate programmes in Learning and Teaching, with an initial focus on the Academic Professional Apprenticeship (APA)/PG Cert HE; previous experience of Programme Leadership will be welcome but is not essential. The post holder will make a positive contribution to the practice and research profile of the Department and University.

Most teaching will be at Postgraduate level and will initially be focused mainly on the APA and PG Cert HE in the Learning and Teaching Directorate. The post holder must be able to demonstrate specialist knowledge in:

- Pedagogy and Practice in Higher Education/ Education
- and at least one area from the following:
- Psychology of Learning in Higher Education
  - Postgraduate Research Methods in Education
  - Philosophy or Policy of Higher Education

### **Job Purpose**

To conduct and contribute to learning and teaching, and research and knowledge transfer to the benefit of students, the Faculty, the University and the wider community. To be part of a strong team who leads, develops and delivers on the programmes in the Learning and Teaching area of the department in particular the APA/PG Cert HE, MA Higher Education and MA Education.

### **Main responsibilities**

#### **Learning and teaching**

- Deliver high quality teaching to students (mostly postgraduate)
- Make a significant contribution to the development of the APA and MA Higher Education, potentially in a leadership role
- Contribute to other areas of teaching across the department

- Design, develop and review teaching activities and materials for both on-Campus and online teaching and learning
- Identify and lead best and innovative practices in learning and teaching and build these into personal and the teams 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

### **Professional practice and knowledge transfer**

- Contribute to the improvement of professional standards and practices, through advice, investigation, publication and involvement in initiatives
- Provide professional advice and services to external stakeholders which attract external income
- Participate in and build networks, to develop a professional profile and enhance the University's connections in the area of activity
- Support colleagues in research-led knowledge transfer initiatives
- Supervise postgraduate students including doctoral supervision where appropriate.
- Contribute to CPD delivery, consultancy and collaborative link activities

### **Academic Leadership and Management**

- Lead learning and teaching activities in a particular area as agreed, in this case programme leadership of the Academic Professional Apprenticeship and PG Cert HE
- Manage professional practice and knowledge transfer projects
- Contribute to cross-School activities, such as student recruitment, induction, assessment, national and international partnerships etc
- Lead, advise and coach colleagues
- Manage allocated people and resources
- 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: Senior Lecturer (Practice) in Learning and Teaching in Higher Education**

### **Essential Requirements**

#### **Knowledge, Skills and Experience**

- Appropriate academic qualifications at postgraduate level (normally a doctorate or equivalent)
- Appropriate higher education/academic practice teaching qualification (PG Cert HE) – please note, QTS only is not acceptable for this post
- Advance HE Senior Fellowship SFHEA, (UKPSF D3)
- Relevant and substantial teaching and mentoring experience in Higher Education
- Understanding of excellent professional practice in learning and teaching including support for students preparing for End Point Assessment in Apprenticeships.
- Evidence of subject specific knowledge of Pedagogy and Practice in Higher Education and, at least one area from the following:
  1. Psychology of Learning in Higher Education
  2. Postgraduate Research Methods in Education
  3. Philosophy or Policy of Higher Education
- Evidence of a track record of delivering innovation in teaching and learning, reflected in design, delivery and promotion of excellent professional practice in both face-to-face and online modes
- Track record of high-quality practice outputs, personally or as part of a team
- Commitment to attracting research funding and or engaged in knowledge transfer activity such as CPD
- Ability to engage students and staff, and to motivate them to perform at their best.
- Demonstrate the ability to work and lead effectively and flexibly as part of a team of academic and administrative colleagues

- Demonstrable commitment to fairness and the principles of equality and inclusion.

**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 applications- see job advertisement**

**Interview date- see job advertisement**

### **What Happens Next ?**

If you wish to discuss the job in further detail please contact Liz Beasley, Director of Programmes (Learning and Teaching) – email: [l.beasley@mdx.ac.uk](mailto:l.beasley@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
<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.