

Job Description

Job Title:	Lecturer in Academic Writing and Language
Job Ref:	LIB894
Campus:	Hendon
Grade:	Grade 7
Starting Salary:	£40,991 per annum inclusive of Outer London Weighting rising to £46,931 per annum incrementally each year
FTE:	1
Period:	Permanent
Reporting To:	Senior Lecturer in Academic Writing and Language
Job Holder:	

Role Summary

The role will be held by an experienced practitioner and developing teacher of academic literacies who combines professional practice activities with learning, teaching, and knowledge transfer with a broader contribution to the University's degree programmes through Academic Writing, Language (AWL) and Learning Enhancement.

Job Purpose

To provide learning and teaching, knowledge transfer, and conduct and contribute to investigation and improvement activities in professional practice to the benefit of students, Faculties, Library & Student Support, the University and the wider community, working closely with colleagues in Faculty and the Library & Learner Enhancement directorate to ensure a comprehensive and coordinated academic support service.

To assist Senior Lecturers and/or the **Head of the Learning Enhancement Team** in coordination of embedded programme/s of AWL in nominated Departments and/or specified area/s of AWL provision at the University.

To contribute to student achievement, retention and progression.

Main Responsibilities

Learning and Teaching

- Deliver high quality teaching to students at all levels.
- Design, develop and review learning and teaching activities and materials which develop students' abilities to communicate effectively in academic and professional contexts and particularly within their chosen degree programme/s.

- Identify best and innovative practices in learning and teaching and build these into personal teaching practice.
- Maintain an understanding of how professional practice and knowledge of the field can shape and improve the curriculum, and inform personal teaching practice.
- Contribute to initiatives which identify new and best practice in learning and teaching, and promote these across the School and institution.
- Assist with the development, promotion and management of teaching and learning of academic, professional and other communication skills in a nominated School/s and or area/s
- Give effective and appropriate advice, guidance and feedback to students to support and enhance their academic progress.
- Enhance student experience and outcomes.

Practice and Knowledge Transfer

- Investigate and reflect on professional standards and practices and contribute to the presentation and/or publication of findings.
- Engage in professional practice activities, such as the provision of advice and/or training to professional groups.
- Develop and maintain a network of professional contacts in the sector and the wider community.
- Maintain a profile in personal professional practice which has a proven impact on colleagues and practitioners.
- Continually update own knowledge in the field of specialism.
- Assist colleagues in ensuring that research has impact beyond academia.
- Provide specialist guidance on academic communication contributing to student supervision at postgraduate and Doctoral level.

Academic Leadership and Management

- Lead learning and teaching activities in a particular area/s and/or part of a faculty or school as agreed, e.g. University academic campaigns, specified genres such as dissertation writing, specialist courses, a department or programme within a School.
- Contribute to the administration of the academic programme, by supporting student recruitment, induction etc.
- Manage own professional practice and knowledge transfer projects.
- Advise and coach colleagues.
- Assist line managers in the production and delivery of teaching and learning, including by supporting the team of hourly-paid lecturers and/or other LET staff.
- Undertake other activities, as required.

Note:

- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder
- The post-holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
- The post-holder will actively follow Middlesex University policies including Equality & Diversity policies

PERSON SPECIFICATION

Post Title: **Lecturer in Academic Writing and Language**

The essential criteria will be used to assess all potential candidates for this vacancy. The evidence you provide and the examples you give showing how you meet each of the essential criteria will be assessed where marked on the person specification, by an (S) for shortlisting, (I) for the interview, (P) for a presentation and (T) for a test.

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

Education, Qualifications, Experience, Knowledge, Skills & Aptitude

Essential (E) Requirements

- E.1 An appropriate academic qualification at postgraduate level in Applied Linguistics, Teaching English as a second language (TESOL) or equivalent. (S)
- E.2 A teaching qualification such as Diploma in Language Teaching English to Adults (DELTA), Postgraduate Certificate in Higher Education (PGCert HE), or equivalent. (S)
- E.3 Extensive experience of academic literacies and learning enhancement training, ideally in various settings and contexts. (S & I)
- E.4 Experience of delivering specialist embedded communication development on university degree programmes, including relevant materials design. (S, I & P)
- E.5 Proven ability to deliver high quality teaching. (S, I & P)
- E.6 Understanding of good professional practice in learning and teaching (I)
- E.7 Commitment to undertaking research/knowledge transfer and/or practice- related projects. (I)
- E.8 Commitment to completing formal training in academic practice (I)
- E.9 Ability to work as part of a university-wide team. (S & I)
- E.10 A commitment to the University's Equality and Diversity policy, demonstrating fairness and respect for others in both education and employment. (S & I)
- E.11 Demonstrable commitment to the University's values and vision. (I)

Desirable (D) Requirements

D.1 Fellowship of the Higher Education Academy.

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.

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Ms Alexandra Pitt, Head of Learning Enhancement, A.pitt@mdx.ac.uk

If selected for interview, you will hear directly from someone in the Service, usually within 3 weeks 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

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.