

Job Description

Job Title:	Senior Lecturer in Accounting
Job Ref:	BAL40
Campus:	Hendon
Grade:	Grade 8
Starting Salary:	£51,569 per annum inclusive of Outer London Weighting rising to £59,282 incrementally each year.
Hours:	The duties and responsibilities of a Senior Lecturer are wide-ranging. You will be expected to work hours as are reasonably necessary to fulfil your duties and responsibilities.
FTE:	1.0
Period:	Permanent
Reporting To:	Head of Department

Role Summary

The postholder will have either a significant track record of excellence in learning and teaching and/or significant experience in the accounting profession and will demonstrate a commitment to Middlesex's purpose to put knowledge into action and to its vision to transform outcomes for individuals, communities and organisations and to empower people to change their lives.

Teaching and learning delivery will align to and promote our Learning Framework principles to ensure flexible and inclusive approaches; personalised and impactful learning for our students delivered through embedded practices, including inclusive curriculum design, practice-led learning, and research informed teaching.

Their ways of working will align to and further our community principles: action orientated; radically creative; radically simple; leading in equality, diversity and inclusion; collaborative; acting with care and integrity.

Job Purpose

To lead others in delivering excellence in teaching through the effective design, delivery assessment and evaluation of innovative learning that puts knowledge into action, enabling all our students, whatever their background or educational journey, to thrive and achieve. To promote and develop innovative teaching skills and practices that effectively contribute to the development and delivery of high-quality teaching programmes across the Faculty. To lead in the provision of high quality and personalised student support and to engage students in their education such that they can play their part in developing fairer, healthier, more prosperous and sustainable societies both during their studies and after graduation. To make a positive contribution to the team responsible for their discipline and to the wider Department/School, Faculty and University.

Main responsibilities

- Lead the design, development and delivery of high-quality teaching that enables all students to succeed in and beyond higher education, ensuring that learning and teaching remains relevant and aligned to the Learning Framework.
- Lead the design, development and delivery of academic support, fostering an inclusive culture of student engagement, to ensure a high-quality academic experience for students in the subject area

- Take an active role in identifying, developing and promoting innovative practices in, learning and teaching to inform teaching practice across your area of discipline, sharing good practice with colleagues across the University's campuses
- Lead, design and manage operational and accreditation processes, ensuring effective student assessment, examination and feedback activities are in place to deliver high-quality student experience and outcomes
- Take a lead role in curriculum review and quality enhancement, implementing ideas for enhancement and ensuring professional knowledge and practice insights are built into the curriculum design
- Ensure that programme design, delivery and assessments comply with the quality standards and regulations of the University, taking an active role to identify and address areas for improvement
- Investigate, develop and promote innovative learning, teaching and assessment methods and techniques in the sector, bringing new insights to the Faculty.
- Contribute actively to the development and enhancement of academic processes and teaching strategies across the institution, taking responsibility for setting standard and monitoring progress against agreed criteria
- Contribute to the delivery of the University's Access and Participation Plan through inclusive teaching, assessment and academic support and leading on widening participation, access and recruitment for your subject area
- Maintain and develop own professional profile and participate in the development of and engagement with departmental links with external partners in order to enhance student experience and outcomes
- Manage teaching teams and provide effective leadership, support and guidance to colleagues as appropriate to ensure successful delivery of programmes, teaching and support to students
- Contribute to cross-Faculty activities, such as student recruitment, induction, assessment, national and international partnerships etc
- Contribute to the overall management of the Faculty in areas such as resource management, business and programme planning, people and budget management as required
- Undertake other activities, as required

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 in Accounting**

Essential Requirements

Knowledge, Skills and Experience

- Appropriate academic qualifications at postgraduate level (normally a doctorate or equivalent) **or** a relevant professional qualification
- Experience of teaching, curriculum development and quality management and enhancement **or** practice experience that demonstrates capability to transition successfully to a teaching role within the HE sector
- Recognised teaching qualification **or** commitment to achieve within two years
- Ability to deliver high quality teaching and to use a range of delivery techniques to enthuse and engage students
- Sufficient breadth or depth of specialist knowledge in the area of discipline to develop teaching programmes and the provision of learning support
- In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field
- A track record of teaching at undergraduate and postgraduate level and of developing and managing teaching programmes, demonstrating standards of excellence
- A track record of innovation in teaching and learning, reflected in design, delivery and promotion of good professional practice in learning and teaching and pedagogy, including digital and technological practices
- Evidence of scholarship activities with an impact on educational and teaching strategies
- Experience of managing a team and/or functions in a busy environment with conflicting priorities
- Excellent written and verbal communications skills
- Ability to bring new ideas and innovative approaches to learning and teaching
- Demonstrates initiative and a solution-focussed approach to problem-solving
- Ability to work effectively as part of a wider team and build positive working relationships
- Demonstrates strong student-centric approach to ways of working and commitment to high quality standards.
- Demonstrable commitment to fairness and the principles of equality and inclusion.

Parking at Hendon campus

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. Further details are available on the Travel and transport page on the staff intranet. *Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

Information for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

Public Transport

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

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 discuss the job in further detail please contact Jo Abdul-Rahim, Head of Department, j.abdul-rahim@mdx.ac.uk

POST GRADUATE CERTIFICATE IN HIGHER EDUCATION

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

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.