

## Job Description

**Job Title:** Senior Lecturer (Practice) in Primary Education (Mathematics)  
**Job Ref:** HED529  
**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 Lecturer are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfil your duties and responsibilities.  
**FTE:** 1  
**Period:** Permanent  
**Reporting to:** Head of Education  
**Reporting to Job Holder:** None

### **Role Summary**

The role will be held by an experienced practitioner or academic with a credible track record of influencing their field of practice and of excellence in teaching. This may be combined with a contribution to academic leadership and management. All Primary Education academics are expected to teach across different aspects of the curriculum (e.g. Professional Studies) in addition to their specialist subject.

### **Job Purpose**

To work collaboratively within the Department to ensure effective learning experience for students within the strategic direction of the Department, School and University. Additionally, this role will focus on the development of Primary Mathematics. Key aspects of the role will include:

- Teaching on primary teacher education programmes (particularly mathematics)
- 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.
- Leading and contributing to aspects of primary curriculum development, particularly in mathematics.
- Contributing to the development of the Primary Initial Teacher Education Partnership
- Contributing to CPD delivery, consultancy and collaborative link activities
- Playing a prominent role in developing innovative teaching and assessment methods, in curriculum development
- Making a significant contribution to the management of the academic programmes.
- Involvement in cross Departmental activities and representation of the Department at School Committees

### **Main responsibilities**

#### **Learning and teaching**

- Deliver high quality teaching to students at undergraduate and postgraduate level
- Design, develop and evaluate courses and programmes

- Identify best and innovative practice in professional education, learning and teaching and build it into personal teaching practice
- Ensure that personal professional practice and knowledge of the field inform teaching practice
- Contribute actively to initiatives which identify new and best practice in teaching and learning and promote it across the School and institution
- Ensure that professional practice insights and materials are built into the curriculum
- Take lead responsibility for a programme area, subject or course, as required
- Enhance student experience and outcomes

### **Professional 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
- Provide professional advice and services to external stakeholders which attract external income
- Support colleagues in research-led knowledge transfer initiatives
- Supervise postgraduate students

### **Academic Leadership and Management**

- Work collaboratively with the Director of Programmes to lead the development of the Primary ITE Partnership
- Manage professional practice and knowledge transfer projects
- Contribute to cross-School activities, such as student recruitment, induction, assessment, national and international partnerships etc
- Advise and coach colleagues
- Manage allocated people and resources
- 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 (Practice) in Primary Education (Mathematics)**

### Essential Requirements

#### Knowledge, Skills and Experience

- Appropriate academic qualifications at postgraduate level (normally a minimum of an Education related Master's degree and significant teaching experience)
- An experienced (normally 5 years+) and qualified teacher (QTS) is required for this role
- Proven ability to deliver high quality teaching (particularly in the mathematics curriculum) in schools and Higher Education in a closely related area
- Evidence of subject knowledge required for teaching in relevant aspects of mathematics
- Evidence of knowledge and understanding of current Initial Teacher Training issues
- Substantial experience in supporting primary trainee teachers as a mentor in school and/or tutoring trainee teachers for an ITT provider
- Track record of high quality practice in an aspect of education (preferably directly related to this post).
- Track record of innovation in teaching and learning, reflected in design, delivery and promotion of good professional practice.
- Ability to engage students and staff, and to motivate them to perform at their best.
- Evidence of developing relationships with networks of teachers, schools or settings
- Evidence of working with and leading teams of people.
- 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](http://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, a cycle to work scheme 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.

This post is exempt from the Rehabilitation of Offenders Act 1974 and requires a Disclosure and Barring Service certificate. You are therefore required to disclose details of any criminal record. ALL criminal convictions, cautions, reprimands or final warnings, even if they would otherwise be regarded as spent under this Act must be disclosed, as well as any other information that may have a bearing on your suitability for the post, including pending prosecutions.

The University will apply for an Enhanced DBS certificate before your appointment is confirmed.

### **What Happens Next?**

If you wish to discuss the job in further detail please contact Rebecca Lerman ([r.lerman@mdx.ac.uk](mailto:r.lerman@mdx.ac.uk) @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.