

Job Description

Job Title:	Lecturer in Education and Early Childhood Studies
Job Ref:	HED530
Campus:	Hendon
Grade:	Grade 7
Salary:	£43,811.00 per annum (pro rata for part-time staff) inclusive of Outer London Weighting rising to £50,136 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 fulfill your duties and responsibilities.
FTE:	1 x 1fte, 1 x 0.8fte
Period:	Permanent
Reporting To:	Director of Programmes for Education and Early Childhood
Reporting to Job Holder:	None

Role Summary

The post will be held by an enthusiastic and highly-motivated academic who is able to teach at undergraduate and postgraduate levels across the department as well as make a positive contribution to the research profile of the Department and University. Applicants will have a main teaching profile with Education and Early Childhood Studies and must be able to demonstrate specialist knowledge in **two** or more of the following areas:

- Early Years Education
- Principles and Pedagogy of Primary Education
- Special Educational Needs and Disabilities (SEND)
- Diversity and Difference in Childhood, Youth and Family Life
- Pedagogical Value of Play
- Historical and Contemporary Philosophies

Job Purpose

To conduct and contribute to learning and teaching, research and knowledge transfer to the benefit of students, the School, the University and the wider community. To be part of a strong team who develop and deliver all the programmes in the Education and Early Childhood Studies area of the Education Department.

Main responsibilities

Learning and teaching

- Deliver high quality teaching to students

- Make a significant contribution to the development of the Early Childhood and Education Studies Programmes specialising in two or more of the areas mentioned above
- Contributing to other areas of teaching across the Early Childhood and Education Studies area and to the wider Education Department
- Support learning through work placements.
- Design, develop and review teaching activities and materials
- Identify best and innovative practices in learning and teaching and build these into personal 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

Research and knowledge transfer

- Contribute to or lead (under guidance) applications for research and knowledge transfer funding
- Individually or with others, conduct and disseminate the outputs of high quality research, normally of international standard
- Develop and maintain a network of research, knowledge transfer and practice related contacts, in the University and the wider specialist community
- Be committed to ensuring that research has impact beyond academia
- Continually update own knowledge in the field of specialism.
- Supervise Masters students and contribute to doctoral supervision where applicable.
- Contribute to CPD delivery, consultancy and collaborative link activities

Academic Leadership and Management

- Lead learning and teaching activities in a particular area as agreed, e.g. module leadership.
- Contribute to the administration of the academic programme, by supporting student recruitment, induction etc
- Advise and coach colleagues
- 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: Lecturer in Education and Early Childhood Studies

Essential Requirements

Knowledge, Skills and Experience

- Appropriate academic qualifications at postgraduate level (normally a doctorate or equivalent but with at least a Master's degree in a relevant area or equivalent professional experience) .
- Appropriate academic practice teaching qualification or equivalent (PG Cert HE and/or QTS).
- Relevant experience in Higher Education or relevant professional experience.
- Demonstrable evidence of specialist knowledge in two or more of the following areas:
 - Early Years Education
 - Principles and Pedagogy of Primary Education
 - Special Educational Needs and Disabilities (SEND)
 - Diversity and Difference in Childhood, Youth and Family Life
 - Pedagogical Value of Play
 - Historical and Contemporary Philosophies
- Evidence of a track record in delivering high quality teaching and assessment
- Commitment to attracting research funding and or engaged in knowledge transfer activity such as CPD
- Evidence of emerging research performance and research outputs
- Understanding of high quality professional practice in learning, teaching and related contemporary issues in HE.
- Demonstrate the ability to work effectively and flexibly as part of a team of academic and administrative colleagues
- Commitment to doctoral study (if appropriate)
- 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, 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.

Standard paragraphs for posts requiring a DBS certificate

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 a DBS certificate before your appointment is confirmed.

What Happens Next ?

If you wish to discuss the job in further detail please contact Director of Programmes Dr Lynette Morris l.morris@mdx.ac.uk or Head of Department Dr Nicky Spawls n.spawls@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 PGCE:

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.