

### Job Description

<b>Job Title:</b>	<b>Lecturer in English [0.5 FTE]</b>
<b>Job Ref:</b>	<b>MPA135</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 7</b>
<b>Salary:</b>	<b>£36,794 to £42,266 per annum pro rata (incl. Outer London Weighting)</b>
<b>FTE:</b>	<b>0.5</b>
<b>Period:</b>	<b>Permanent</b>
<b>Reporting To:</b>	<b>Head of Department</b>

### **Role Summary**

We are looking for a part-time academic (0.5 FTE) to contribute to our growing English subject area. The role will be held by enthusiastic and highly motivated academics who are able to teach at BA English, can combine research with learning, teaching and knowledge transfer and can make a positive contribution to the Media Department and the University.

### **Job Purpose**

To conduct and contribute to learning, teaching, research and knowledge transfer to the benefit of students, the Faculty of Arts and Creative Industries, Middlesex University and the wider community. To be part of a strong team who develop and deliver programmes in the English subject area of the department.

### **English Subject Area**

We view English as a broad but unified subject that includes English language and linguistics, literature and creative writing.

The BA English programme gives students the opportunity to produce, analyse and critically discuss texts in a wide range of media. Students encounter literary and non-literary texts and explore how language works in literature and in social interaction, and develop their own voice in creative writing. For more information on BA English, see:

<http://www.mdx.ac.uk/courses/undergraduate/english>

Some staff of the BA English team also form a vibrant Language and Communication research cluster. Its members carry out research into the philosophy and theory of communication, pragmatics, the definition of language as a human phenomenon, gender and age in language use, narrative, language in critical theory, semiotics and rhetoric.

<http://www.mdx.ac.uk/our-research/research-groups/language-and-communication-research-cluster>

## **Main responsibilities**

### **Learning and teaching**

- Deliver high quality teaching to students
- Make a significant contribution to the BA English programme and (if applicable) to postgraduate research student supervision in the subject area
- Design, develop and review teaching activities and materials
- Identify best and innovative practices in learning and teaching and build these in to 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 curriculum 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 (in collaboration) 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 and knowledge transfer 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
- Contribute to doctoral supervision

### **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.

**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:** Lecturer in English [0.5 FTE]  
**Job Ref:** MPA135  
**Campus:** Hendon

### Knowledge, Skills and Experience

#### *Essential Requirements*

1. Appropriate academic qualifications at postgraduate level (normally a doctorate or equivalent).
2. Ability to deliver high quality teaching in English subject area.
3. Understanding of good professional practice in learning and teaching
4. Evidence of research performance and research outputs in English of international standard.
5. Commitment to attracting research and/or knowledge transfer funding.
6. Commitment to completing formal training in academic practice.
7. Ability to offer high-quality pastoral and academic support to students.

#### *Desirable Requirements*

1. Expertise in one or more of the following areas: phonetics and phonology; language acquisition; language teaching; stylistics; contemporary literature (realism, anti-realism and the fantastic); global literature written in English.
2. Experience in supervising postgraduate research students.

**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:  
<http://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.

The post-holder will be expected to follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Flexible working applications (including part-time working) will be considered.

#### **What Happens Next?**

If you wish to discuss the job in further detail please contact Anna Charalambidou, Programme Leader for BA English, [a.charalambidou@mdx.ac.uk](mailto:a.charalambidou@mdx.ac.uk).

If selected for interview, you will hear directly from someone in the Faculty of Arts and Creative Industries, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.

### **Postgraduate Certificate in Higher Education programme**

Staff who do not hold a teaching qualification in Higher Education may be required to undertake a Post Graduate Certificate in Higher Education (PG Cert HE) on appointment.

### **POST GRADUATE CERTIFICATE IN HIGHER EDUCATION**

Set out below are the conditions which apply to newly appointed academic staff in relation to the PG Cert HE 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. individuals with 3 years full-time teaching experience or equivalent or PGCert HE or equivalent;
- normally staff should be expected to complete the PGCert 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 with staff development activities;
- 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 (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 will 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.

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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.