

## Job Description

<b>Job Title:</b>	<b>Senior Lecturer (Practice) in Primary Education – Humanities and Professional Studies</b>
<b>Job Ref:</b>	<b>HED341</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 8</b>
<b>Salary:</b>	<b>£43,486 - £49,996 including (Outer London Weighting)</b>
<b>Period:</b>	<b>Permanent 1.0 FTE</b>
<b>Reporting To:</b>	<b>Head of Education</b>
<b>Reporting to Job Holder:</b>	<b>None</b>

### **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 will be combined with a contribution to academic leadership and management. The role holder will have specific expertise in the humanities, particularly geography but will need to also be able to teach history and RE. All members of staff in primary are expected to contribute to professional studies teaching across the primary programmes. In addition to learning, teaching and assessment activity in the University, all members of the primary team spend significant time in schools and education settings supporting trainees in meeting the Teachers' Standards.

### **Job Purpose**

To work collaboratively within the Department to ensure an effective learning experience for students within the strategic direction of the Department, School and University.

### **Main responsibilities:**

#### **Learning and teaching**

- Deliver high quality teaching to students at undergraduate and postgraduate level
- Make a significant contribution to the development of the Primary Education QTS programmes specialising in humanities and professional studies
- Contribute to other areas of teaching across the Primary area and in the department.
- 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 particularly in Initial Teacher Training, but also in teaching and learning generally, and promote these 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
- Achieve Senior Fellowship of the HEA

## **Professional practice and knowledge transfer**

- As part of the Primary Team, contribute to building 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**

- Contribute to CPD development and delivery in humanities and primary education
- 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

**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 six extra University days taken in conjunction with Bank Holidays.

**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 – Humanities and Professional Studies**

### Essential Requirements

#### Knowledge, Skills and Experience

- Appropriate academic qualifications at postgraduate level (normally a minimum of an Education related Master's degree)
- Qualified Teacher Status
- 5 years relevant professional experience and/or teaching experience in Higher Education
- Proven ability to deliver high quality teaching in schools and/or Higher Education in primary teaching generally and humanities teaching specifically.
- Evidence of knowledge and understanding of subject specific and pedagogical perspectives of humanities and professional studies as related to primary Initial Teacher Training
- Working knowledge and understanding of the Teachers' Standards
- Experience in supporting primary trainee teachers in school/or tutoring trainee teachers for an ITT provider
- Track record of innovation in teaching and learning, reflected in design, delivery and promotion of high quality primary teaching and professional practice.
- Ability to work effectively and flexibly as part of a team of academic and administrative colleagues and to be able to lead a team
- Ability to engage students and staff, and to motivate them to perform at their best.
- Commitment to doctoral study or scholarship

**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/campus/campuses/docs/Hendon\\_campus\\_map.pdf](http://www.mdx.ac.uk/campus/campuses/docs/Hendon_campus_map.pdf)

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

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

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

**Closing date for receipt of applications: see job advertisement**

**Interview date: see job advertisement**

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

If you wish to discuss the job in further detail please contact Dr Christine Khwaja (c.khwaja@mdx.ac.uk). If selected for interview, you will hear directly from someone in the School/Service/Campus, 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 PGCHE 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 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.

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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.