

### Job Description

<b>Job Title:</b>	<b>Lecturer in Jewellery, 0.4FTE</b>
<b>Job Ref:</b>	<b>ACI20</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 7</b>
<b>Salary:</b>	<b>£36,794- £42,266( pro rata) per annum including OLW</b>
<b>Period:</b>	<b>One Year fixed term</b>
<b>Reporting To:</b>	<b>Head of Department</b>

#### **Role Summary**

The role will be held by an experienced and critically well-regarded jewellery practitioner and developing academic who combines professional practice activities with learning and teaching and a broader contribution to their programme.

#### **Job Purpose**

MA Jewellery Futures is a multidisciplinary programme that combines excellent making skills and craftsmanship with strong conceptual and critical thinking, The post holder will lead the programme, conduct and contribute to investigation and improvement activities in professional practice and provide learning and teaching, and knowledge transfer to the benefit of students, the School, the University and the wider community.

#### **Main responsibilities**

##### **Learning and teaching**

- Deliver high quality teaching to students
- Design, develop and review teaching activities and materials
- Identify best and innovative practices in professional training, learning and teaching and build them into personal teaching practice
- Maintain an understanding of professional practice in the subject discipline to 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

### **Practice and knowledge transfer**

- Investigate and reflect on professional standards and practices and contribute to the presentation and/or publication of findings
- Engage in professional practice activities, such as the provision of advice and/or training to professional groups
- Develop and maintain a network of professional contacts in the sector and the wider community
- Maintain a profile in personal professional practice which has a proven impact on colleagues and practitioners
- Assist colleagues in ensuring that research has impact beyond academia
- Supervise Masters students and 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 Jewellery**

Essential Requirements

### **Knowledge, Skills and Experience**

- Appropriate academic qualifications at postgraduate level
- Commitment to attracting project funding
- Evidence of practice performance and practice-related outputs
- Ability to deliver high quality teaching
- Understanding of good professional practice in learning and teaching
- Commitment to completing formal training in academic practice.

**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/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.

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: see job advertisement**

### **What Happens Next ?**

If you wish to discuss the job in further detail please contact, David Fern, Director of Interior Programmes, [d.fern@mdx.ac.uk](mailto:d.fern@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.

### **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.