

## UNIVERSITY OF DERBY

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Associate Lecturer</b>		
<b>DEPARTMENT / COLLEGE</b>	<b>Health and Social Care</b>		
<b>LOCATION</b>	<b>Kedleston Rd</b>		
<b>JOB NUMBER</b>	<b>0713-19</b>	<b>SALARY</b>	<b>£35.98 per hour</b>
<b>REPORTS TO</b>	<b>Assistant Discipline Lead in Social and Community Studies</b>		

#### Role Summary

The post holder will be responsible for providing academic guidance and support for learners studying. Associate lecturers will be expected to be academically competent to teach and facilitate the learning of students at the appropriate level and create a supportive learning environment and promote and engage in a 'community of practice' within the learner group. The post holder will be expected to work closely with colleagues in Social and Community Studies to ensure a high quality learning experience for all learners.

#### Principal Accountabilities

1. To be the first point of contact and to facilitate the learning activities for an assigned number of students as set out in the Schedule of Work
2. To utilise appropriate teaching, learning and support techniques to create an academically challenging environment that supports learners in their development
3. To upload learning materials onto Virtual Learning Environment (VLE), as appropriate
4. To be responsible for giving formative and summative feedback as required within the module teaching and learning assessment strategy
5. To mark learners work in accordance with the module requirements and the University's assessment regulations
6. To take a pro-active approach to the support and guidance of students to enable them to successfully meet relevant milestones
7. To monitor and report on the progress of learners and, where, appropriate evaluate the need for additional support in consultation with the Academic Lead.

8. To contribute to The University's Quality Assurance and Quality Enhancement process by providing feedback on the module, its content and delivery mechanisms in order to contribute to the continuous development of the module
9. To participate in an induction programme and engage with staff development and other professional development opportunities as required
10. To keep abreast of latest developments in teaching, learning and online techniques
11. To adhere to University systems and procedures and ensure that you have a working knowledge of the University's academic regulations
12. To undertake any other reasonable duty commensurate with the level of responsibility of the post

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

A degree or higher qualification commensurate with the delivery level in a discipline appropriate to the discipline being taught or equivalent professional experience

#### **Experience**

- Experience in the identified field of qualification.
- Experience of working independently and successfully delivering required outcomes

#### **Skills**

- Ability to teach and to facilitate learning at the appropriate level
- Ability to successfully work to deadlines
- Excellent communication and interpersonal skills
- Ability to take a pro-active approach to student engagement and to work with learners from diverse educational, cultural and work backgrounds
- Ability to create a supportive environment that encourages a 'community of practice' with learners to facilitate their learning and enhance their learning experience
- Ability to work collaboratively with other tutors

#### **Business requirements**

- An understanding of and a commitment to equality and diversity
- A willingness to work flexibly

## **Desirable Criteria**

### **Qualifications**

- Teaching Qualification

### **Experience**

- Experience in the delivery, support and assessment of learners
- A knowledge of HE structures and systems

## **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to

<https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230>