

**JOB DESCRIPTION**

**Job Title:** Associate Lecturer

**Reporting to:** Module Convenor

**Contract Type:** Hourly paid academic

**Hourly rate:** Band I, starting point 34

**Overall Role**

To assist the module convenor in delivering a high quality learning practice and related support to students on specified modules, in the context of prevailing policies and procedures, curriculum content, established learning outcomes and teaching methodologies.

To provide up-to-date knowledge, expertise and experience of professional practice and/or research in a specific specialist subject area.

**Main Duties and Responsibilities**

* Plan, design and deliver teaching on a module, including updating and review of course content, and undertaking of any relevant associated administrative duties (marking/grading/student correspondence) as advised by the module convenor.
* Carry out all necessary preparation, e.g., attending module meetings, write lectures, preparing lecture notes and additional teaching material (such as handouts) etc.
* To deliver structured learning experiences including, induction sessions, classes, tutorials, lectures, seminars, workshops, auditions, rehearsals, studio critiques and student presentations (including degree shows).
* Ensure that the learning needs of students are met by the teaching content, methods of delivery and learning materials and feeding back to the module convenor where unmet needs are identified.
* Undertaking module assessment and/or supervision, including contributing to the setting of assessment criteria and marking assignments, and supplementary marking where appropriate.
* To be accessible and supportive to students in the role of personal and / or academic tutor or dissertation supervisor where required to support student achievement.
* Respond to the needs of students, explore their needs and adapt the service provided to them.
* Monitor student progress highlighting any concerns, be they performance based or pastoral, and resolve or refer standard welfare issues on as appropriate.
* Attend module meetings and exam board if required.
* Undertake any related and necessary training as required.
* Comply with the information set out in the module handbook.
* Ensure specified learning outcomes for the session(s) taught and/or dissertation have been met.
* Provide material for the module page on My Modules.
* Provide timely written/ verbal feedback on the students to the Module Convenor.
* To have a commitment to continuous professional practice and scholarship in the specialist subject area, and in professional development in learning and teaching.
* If allotted a supervisee, you will support and assist in the course of their major piece of independent study which may take the form of a performance, project or dissertation. This may include regular meetings, providing formative feedback (in person, via telephone or skype), commenting on drafts of written work and assessing the submitted version.

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Education level / Qualification** | * Degree or equivalent in relevant subject or relevant professional qualification/professional experience * HE teaching qualification or willingness to commence appropriate study programme where required. | * Masters degree * PhD or DPhil |
| **Skills & Knowledge** | * Excellent presentation skills * Ability to communicate effectively and explain complex concepts and theories in a clear and understandable manner to a range of abilities * Good organisational skills including the ability to meet deadlines * IT skills – including MS Office packages |  |
| **Experience** | * Higher Education teaching experience * Extensive experience of applying relevant analytical skills, teaching techniques and methods * Preparing and presenting information in a clear and concise way | * Line management experience |
| **Personal Qualities** | * Self-motivated * Commitment to own personal development * Approachable, patient and reliable * Team player |  |

**St Mary’s University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.**