



Lecturer in Business & Lecturer in Health & Social Care

Main duties and responsibilities:

- To teach at undergraduate and postgraduate levels in areas allocated by the Principal/Associate Dean or other relevant senior managers.
- To engage with the broader scholarly and professional communities.
- To supervise undergraduate or postgraduate student dissertations or assist in the process of supervision.
- To contribute to the development, planning and implementation of a high quality curriculum.
- To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
- To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- To participate in the development, administration and marking of exams and other assessments.
- To provide pastoral care and support to students.
- To participate in the administration of the department's programmes of study and other activities as requested.
- To contribute to departmental, faculty, or FSB-wide working groups or committees as requested.
- To maintain own continuing professional development.
- To actively follow and promote all FSB policies.
- To maintain an awareness and observation of fire and health and safety regulations.
- To co-ordinate and maintain records of formative and summative assessments of students' learning carried out by the subject/course team.
- To assist in the production of an annual self-assessment action plan and regular course reviews to report on implementation to the appropriate manager.
- To lead and manage the induction of learners onto the course/subject, if/when required.
- To design the Assessment Plan to ensure effective learning and coverage in accordance with course outcomes and to liaise with department colleagues to ensure that assessment plan is cohesive and sensitive to student needs.
- To ensure that the overall course/subject Schemes of Work are sufficient to deliver the subject/course specification.
- To undertake any other duties, as required, appropriate to the grade of the post.

Person specification:

Qualifications:

- A relevant first degree or equivalent (**Essential**).
- A relevant master's degree or working towards one (**Essential**).
- A PG Certificate in HE (or willingness to enrol on PGCE) or other Teaching qualification, Fellowship in HEA (**Desirable**).
- PhD in a relevant field (**Desirable**).

Knowledge and Experience:

- Experience teaching and learning at undergraduate and postgraduate level (**Essential**).
- Experience supervising dissertations (**Essential**).
- In higher education in the UK (**Desirable**).
- Experience in teaching research methods (**Desirable**).