



## Job Description

### General Details

Job title:	Senior Lecturer in Education - Award Leader PGCE Primary ( <b>BS11-26</b> )
Faculty/School/Service:	Business School
Normal Workbase:	Stoke Campus (but there is a requirement to regularly teach at the Lichfield Campus)
Tenure:	Permanent
Hours/FTE:	1.0 FTE
Grade/Salary:	Grade 8 / £37,012 - £44,166 per annum
Date Prepared:	April 2012

### Job Purpose

- § To play a key role in the development and delivery of academic provision to undergraduate and postgraduate students, specifically in the area of *Primary Initial Teacher Training* and related disciplines.
- § To undertake operational management responsibilities as allocated by the Academic Group Leader for Education
- § To contribute to teaching and research as part of the education provision within the Business School and the associated University Research Centre, the Institute for Education Policy Research (IEPR).

### Relationships

Reporting to:	Academic Group Leader for Education
Responsible for:	None

### Main Activities

#### General Duties and Responsibilities

- (a) To teach and examine students in relation to awards in the Primary schools sector.
- (b) To be responsible for the development, design, delivery and leadership of courses of study in relation to awards in the Primary schools sector, including assessments methods, ensuring that the learning materials and methods of delivery meet defined learning objectives.
- (c) To undertake operational management and academic leadership responsibilities for awards in the Primary Schools sector (specifically the PGCE) provided on campus and elsewhere in the UK or overseas; undertaking administrative responsibilities as allocated, making an important contribution to the accreditation of courses and quality control processes; playing a key role in validations and liaising with accreditation bodies as necessary, including responsibility for Government requirements linked to the area.
- (d) Working with, and leading colleagues as appropriate, in order to ensure the smooth running of the scheme or award(s) and modules and the achievement of Faculty and University deadlines. Specifically, to support part time staff in the effective day to day operation of the allocated academic area.
- (e) To manage liaison with external bodies, as appropriate, in relation to awards in the Primary schools sector. This will include supporting staff development and curriculum development and monitoring standards.

- (f) To take on responsibilities (leading small projects where appropriate), in relation to University led and/or Faculty /School strategic initiatives including areas such as commercial income generation activity; student recruitment and retention; partnership development; development of flexible and workbased learning provision; development of widening participation activities.
- (g) To play a key role in representing both the award(s) and the Faculty in student recruitment and retention activities including participation in Clearing activities during the summer period and in Open Days throughout the year.
- (h) To be responsible for the pastoral care of students within specified area.
- (i) To maintain their area of expertise and to develop it in appropriate ways under the general guidance and oversight of the Head of Education.
- (j) To make a significant contribution to the development of innovative teaching, learning and assessment strategies, leading where required.
- (k) To develop a research output in education which will contribute to the profile of the university in educational research.
- (l) To disseminate the results of scholarship and research through publication and participation in relevant events.
- (m) To undertake staff development as needs are identified by the individual and/or a line manager
- (n) To act as a mentor to colleagues and to support the development of more junior colleagues as appropriate.
- (o) To enhance the quality of teaching provision and programme development, drawing on leading practices from the HE and other sectors, and building e-learning into the delivery of teaching to students as appropriate.
- (p) To contribute to the subject's activities and reputation both internally and externally.
- (q) To participate in University activities as required through membership of committees, working groups etc, as required.
- (r) To enhance the Faculty's ability to engage with industrial and external partner contacts through external networks to build relationships for future activities.
- (s) To pursue, enterprise and research activities, playing a lead role where required, which enhance the external income of the Faculty/ School and to deliver various forms of consultancy and other services as determined by the relevant academic manager.
- (t) To undertake any other duties and responsibilities as may reasonably be required from time to time by the Programme Area Manager or Dean of Faculty/School.

### Special Conditions

- § The postholder must hold Qualified Teacher Status (QTS)
- § The start date for this post is 1 September 2012 at the latest
- § The post holder must be prepared to travel overseas, as required
- § The post holder will be required to regularly teach at the Lichfield Campus and be prepared to travel to other locations in a cost effective manner, which may be through the use of a car
- § There will be a need for the postholder to work occasional week-ends to cover activities such as recruitment events and CPD activities
- § There will be a need for flexible working practices by the role-holder to support different forms of delivery such as distance and accelerated learning which could necessitate teaching outside the two designated semester periods

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced check of criminal records via the Criminal Records Bureau. This will include details of cautions, reprimands or final warnings, as well as convictions.

#### External Activities

External activities which enhance the work of the post holder are encouraged within the overall provisions of the exclusivity of the service arrangements to which the post holder is subject. Additionally, the Institution encourages employees to take a cross University role e.g. through membership of Committees and Working Parties.

#### New Lecturer Development Policy

The University is keen to support staff in achieving high standards of pedagogy in order to facilitate effective student learning. All newly appointed full-time and fractional contracted members of academic staff who have less than three years teaching experience and do not have the equivalent qualification from another University, are required to undertake and complete the Post Graduate Certificate in Higher and Professional Education (PgCHPE)/Post Graduate Diploma in Professional Education in Healthcare (PgDPEH) or 5-day survival guide to Teaching in Higher Education as a condition of his/her employment with Staffordshire University, in accordance with the policy. If you are shortlisted this will be explained further by the chair of the interview panel. Positive engagement in CPD in order to attain a high standard of pedagogy will be one of the factors considered during probation, at annual appraisals and when promotions are being made. Active involvement in the Post Graduate Certificate in Higher and Professional Education would be one source of evidence.

#### Research and Scholarly Activity

The duties of lecturing posts include participation in appropriate research and scholarly activity indicated in the Research Policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching, administration and research appropriate to particular posts. This will be determined by your Dean of Faculty in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

#### **Variation to Job Description**

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

#### **Conditions of Service**

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

#### **Informal Discussion**

Should you wish to discuss this vacancy informally before making an application please contact:

Dr Michelle Lowe - [m.lowe@staffs.ac.uk](mailto:m.lowe@staffs.ac.uk)

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The closing date is **midnight on Sunday 20 May 2012.**

**Please note that interviews will be held on Friday 25 May 2012 and no alternative dates are available**

## Guidance for Disclosure Applicants

Please note that, if you are offered this position, the appointment procedure requires you to apply for either a Standard or Enhanced level of Disclosure with the Criminal Records Bureau (CRB) as detailed in the enclosed job description.

Standard Disclosures are primarily for posts that involve working with children or vulnerable adults or is of such a kind where the postholder will have access to these groups in the course of their normal duties.

Enhanced Disclosures are for posts that involve a far greater degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Criminal Records Bureau (CRB), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure you will be provided with the relevant form and guidance notes supplied by CRB. You must carefully complete and return the form and send it to Personnel Services together with various **original** documents confirming your identity (full details will be provided at the time).

Your completed Disclosure application form will be countersigned and forwarded to the CRB by Personnel Services.

The CRB will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the CRB will send a Disclosure to both you and the counter signatory at the University, which will list any details obtained from those checks (except in the case of Additional Information which is released to the University only, by the Chief of Police). In the event of the CRB check highlighting information held on any of the databases accessed, a member of Personnel Services may contact you to arrange a meeting to discuss the details in order to make an informed decision as to whether or not this affects the offer of appointment. The final decision as to whether your appointment can proceed will be made by the Director of Human Resources.

## Policy Statement on the Recruitment and Employment of Ex-Offenders

### Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the CRB code of practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging peoples' criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions subject to relevant legislation and reasonable judgement.

#### Policy Statement

- § As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- § Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trade union activity or offending background.
- § We have a written policy on the employment of ex-offenders which is available on the University's website.
- § We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- § A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position.
- § Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Personnel Services at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- § Unless the nature of the position allows Staffordshire University to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- § We ensure that those at Staffordshire University who are involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- § At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment.
- § We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- § We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.