

## SCHOOL LEARNING & TEACHING OFFICER (0.5fte)

Job Ref: REQ17828

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Job Description

**Job Grade:** Management & Specialist Grade 6

#### Job Purpose

- To support and contribute to the design, delivery, evaluation and enhancement of taught programmes within the School of Business and Economics;
- To support the development and embedding of a research-informed, evidence-based approach to teaching practice development;
- To work with colleagues in the Centre for Academic Practice to deliver learning and teaching support in the School.

#### Job Duties

- Work in accordance with University policies, guidelines and proven methods of academic practice.
- Collaborate with disciplines across SBE to achieve a consistently high standard in the design and delivery of research-informed teaching and learning, both in subject-specific skills and transferable skills.
- Support the teaching practice and curriculum development needs of SBE academic staff to help them attain and maintain an effective, efficient and high quality teaching delivery.
- Identify or develop resources for supporting SBE academic staff in the improvement of specific areas of teaching practice.
- Update staff on pedagogic research linked to learning and teaching enhancement.
- Organise and deliver themed workshops and seminars to support the School's learning and teaching priorities, in partnership with the Centre for Academic Practice.
- Undertake teaching and learning improvement projects and write up the outcomes for dissemination within SBE.
- To work with e-learning specialists in the University to encourage the use of technology in learning and teaching delivery.

## **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

This post holder reports directly to the School's Director of IT and E-learning with a dotted line to the Director of the Centre for Academic Practice (or their nominee) to ensure professional responsibility and accountability with the work of the Centre.

The post holder will also work with the Associate Dean (Teaching), Director of Learning and Teaching, and the Director of Programme Quality

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Significant relevant experience of working in distance learning, learning technology and teaching / training in Higher Education	1, 3
	Face-to-face teaching experience in Higher Education	1, 3
Skills and abilities	Excellent verbal and written communication skills, and an ability to enthuse others	1, 3
	Skill and ability to communicate and negotiate with a diverse range of people and to supervise and delegate within the office environment	1, 3
	Experience of using innovative teaching methods	1, 3
	An understanding of the needs and demands of course providers and learners	1, 3
	An understanding of learning and teaching issues	1, 3
	The ability to cope with an extremely demanding workload and to use effective judgement at all times	1, 3
	Ability to prioritise and work with confidence under pressure to ensure agreed schedules and timescales are met	1, 3
	Ability to work well in a team	1, 3
	Logical thinker, intellectual capacity to think around problems and to interpret policy and develop procedures	1, 3
	Flexibility and initiative	1, 3
	Excellent practical IT skills	1, 3
	Accuracy and attention to detail	1, 3
Qualifications	Degree level education or considerable relevant professional experience	1, 3
Training	A willingness to undertake further training as necessary	1, 3
Other	To comply with the University's current Health and Safety procedures	1, 3
	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1, 3

### Desirable Criteria

Area	Criteria	Stage
Experience	Face-to-face teaching experience in a (Higher Education) Business School environment	1, 3
Qualifications	PGCHE or equivalent	1, 3

## Conditions of Service

The position is part time (0.5fte, 18.5 hours per week) and open-ended. Salary will be on Management and Specialist job family Grade 6 (£29,301 - £38,183 pro rata per annum), a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Phil Wilkinson-Blake, Director of IT & E-Learning by email at [P.S.Wilkinson-blake@lboro.ac.uk](mailto:P.S.Wilkinson-blake@lboro.ac.uk) or by telephone on 01509 223134

## Applications

The closing date for receipt of applications is **22<sup>nd</sup> October 2017**. Interviews will be held on **14<sup>th</sup> November 2017**.