

University Teacher in Criminology and Social Policy

Maternity Cover – Part-time (0.6FTE) and Fixed-term from 1st October 2018 until 30th September 2019 or the earlier return of the post-holder

Job Ref: REQ180483

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary:

<http://www.lboro.ac.uk/departments/socialsciences/about/>

Job Description

Job Grade: Teaching & Scholarship 6

Job Purpose:

Provide teaching support to undergraduate students within the Department of Social Sciences, particularly in the area of Criminology and Social Policy.

The role includes developing and delivering lectures, tutorial sessions, practical instruction, dissertation supervision, group working with students and administration.

Job Duties:

Teaching

1. To teach students through lectures, tutorials, and seminars, the main subject areas being:
 - Crime Prevention, with a focus on practical and applied skills;
 - Crime and Social Welfare, including coordinating guest speaker visits and supervising reflective portfolios;
 - Other lectures and tutorials to be agreed with the Criminology and Social Policy team;
 - Undergraduate dissertation supervisions across the spectrum of Criminology and Social Policy topics;
2. To provide 'drop-in' informal and formal support for a range of individual and group student projects as appropriate.
3. Using experience and specialist knowledge, to develop and improve appropriate teaching resources for delivery across the School, and to engage with developments in the HE sector.
4. To undertake necessary academic duties associated with these areas. This includes supervising projects, setting and marking of examination questions and coursework, which are consistent with the intended learning outcomes of high quality criminology and social policy programmes at undergraduate level.

5. To act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff across the School.
6. To co-ordinate the work of colleagues, to identify and respond to students' needs in the continuous review and development of the School's Programmes.
7. To supervise and visit students during the placement year of their degree course.

Administration

1. Manage projects relating to own area of work and the organisation of external activities such as placements and field trips.
2. To assist in the delivery of prospective student visit days and other events such as summer schools.
3. To act as personal tutor to individual students.

Other

1. To engage in training programmes in the University which are consistent with the needs and aspirations of the post holder and the School.
2. To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

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:

The post-holder is ultimately responsible to the Dean of the School. In the first instance, however, the post-holder will report to the Programme Director for CASP, and the Head of Department, regarding teaching and related duties.

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	Experience of teaching	1,3
	Experience of assessment	1,3
Skills and abilities	The ability to teach undergraduate students in the areas of crime prevention and other criminology and social policy areas.	1,3
	Ability to communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media.	1,3
	Excellent communication skills, both to large lecture theatres and small tutorial groups.	1,3
	Excellent interpersonal skills to work closely with staff and students in the department.	1,3
Training	A strong commitment to personal development.	1,3
	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required.	1,3
Qualifications	Educated to PhD level (or near completion)	1
Other	Detailed understanding of and adherence to the University's Equal Opportunities Policy, IT Acceptable Use Policy and other University policies and how they apply to own work area.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Post-doctoral experience in criminology, social policy or cognate disciplines	
	Experience of developing taught module materials	1,3
	Experience of virtual learning environments (VLEs) such as Moodle.	1,3
Skills and abilities	The ability to lecture undergraduate students in green criminology and/or victimology.	1,3
Qualifications	PhD in the area of crime prevention.	1
	Teaching Qualification	1

Conditions of Service

The position is part-time (0.6FTE) and fixed term from 1st October 2018 until 30th September 2019 or the earlier return of the postholder. Salary will be on Grade 6, £29,799 to £38,833 per annum, at 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, 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 **Professor Stephen Case**, Department of Social Sciences by email at s.case@lboro.ac.uk

Applications

The closing date for receipt of applications is **Thursday 16th August 2018**. Interviews will be held on **Tuesday 11th September 2018**.