

University Teacher in Politics and International Relations

0.8 FTE and fixed-term commencing 8th January 2024 – 30th June 2024.

Job Ref: REQ231047

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

International Relations Summary

<https://www.lboro.ac.uk/subjects/politics-international-studies/>

Job Description

Job Grade: Specialist and Supporting Academic Teaching Grade 7

Job Purpose:

Provide teaching support to undergraduate and postgraduate students within the School of Social Sciences & Humanities: International Relations, Politics & History.

The role includes developing and delivering lectures, seminars, dissertation supervision, assessment, and administration.

Job Duties:

Teaching

1. To teach students at both UG and PGT through lectures, tutorials and seminars. The successful candidate will be a specialist in European politics/history, it's institutions and policies as well as the UK's relationship with the European Union, and should be able to teach in the following areas:
 - The European Union
 - Britain and the European Union
 - Research Design
2. To cooperate with colleagues in the continuous review and development of core International Relations, Politics and History (IRPH) modules, and review of existing programmes.
3. To be responsible for the design and content of specific areas of teaching and learning within the IRPH undergraduate and postgraduate suite of programmes.
4. To plan, deliver and review a range of teaching and assessment activities including lectures, workshops, and/or seminars.
5. To undertake necessary academic duties, e.g. supervising dissertations, and setting and marking of exams and coursework.

6. To provide support to students and provide advice on study skills etc., to undergraduate and/or postgraduate students.
7. To cooperate with colleagues in the development of materials and technologies to enhance the student learning experience of IRPH students.
8. To promote the use of a range of methods and techniques for delivering, teaching and assessing modules for which the post-holder has responsibility.

Other

1. To carry out specific subject roles and functions as may be reasonably required. Such duties would be defined after discussion with the IRPH Programme Director, or at the discretion of the Head of Division.
2. Acting as a personal tutor and advising students on academic and personal matters.
3. To engage in training programmes in the University which are consistent with the needs and aspirations of the post-holder and the School.
4. To participate in relevant professional activities.
5. To conduct all of the above activities to the standards and timescales specified by the School and the University.
6. To co-operate fully with all School and University policies and procedures relating to research, teaching and administration.
7. To take part in the strategic leadership of the School, Team or Department, as appropriate, including leading teams undertaking this responsibility and managing more junior staff.
8. To be responsible for the development of teaching programmes of the University both strategically and operationally.
9. To undertake any other duties as may be reasonably requested, which 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 IRPH, and the Head of Division, 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 – Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience, and evidence of, excellence in teaching politics/history, to undergraduate and postgraduate students.	1, 2, 3
	Experience of carrying out administrative duties linked to teaching duties.	1,3
	Experience, and evidence of, excellence in teaching research methods at undergraduate level	2,3
Skills and abilities	A high level of communication skills (written and verbal) including the ability to relate to a wide range of individuals internal and external to the University.	2,3
	Ability to engage in excellent teaching at PGT and UG levels	1,2,3
	Ability to input into the design and content of lecture programmes.	2,3
	Ability to prioritise tasks and work under pressure to meet deadlines.	1,3
	Ability to provide timely and constructive feedback to students.	1,3
	Excellent time management and organisational skills.	1,3
	Ability to provide tutorial, academic and pastoral advice to undergraduate students.	1,3
	Ability to work as part of a teaching team, including leading such teams, and to engage with colleagues.	1,3
	The ability to provide strategic leadership to teaching at the programme level.	1,2,3
	The ability to undertake strategic administrative roles within the School.	3
Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required.	1,3
	A willingness to engage in continuous professional development.	1,3
Qualifications	A PhD, or PhD close to completion in a relevant subject area.	1,3
Other	Commitment to observing the University's Equal Opportunities Policy at all times.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with large groups of undergraduates and postgraduates.	1,2,3
	Evidence of teaching interests that complement those of existing staff.	1,2,3
Skills and abilities	Familiarity with IT and online teaching and learning skills and resources.	1,3
	Evidence of use, and development, of materials and technologies that enhance student learning experience.	1,3
Other	Formal recognition of professional standing in teaching (e.g. Fellow of the HEA) or commitment to obtaining this within reasonable timeframe.	1

Conditions of Service

The position is 0.8 FTE and fixed term commencing 8th January 2024 – 30th June 2024. Salary will be on Specialist and Supporting Academic Teaching Grade 7 (£45,585 pro rata) 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/>