

UNIVERSITY TEACHER in AACME (Maternity Cover)

Job Ref: REQ240959

Full Time & Fixed Term

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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: Specialist and Supporting Academic Grade 6

The position is full time and Fixed Term for 9 months (or the earlier return of the post holder).

Job Purpose

The post holder will be expected to contribute to the teaching of existing and future undergraduate and postgraduate programmes, within the discipline areas covered by the school. Experience of teaching a range of engineering principles related to materials disciplines is expected with a preference for expertise in materials characterisation. The role will include developing and delivering lectures (online and in-person), tutorial sessions, practical workshops, projects and group-working with students and other staff, engaging in assessment, and providing feedback to students.

JOB DUTIES:

Teaching

- To work with colleagues in the School to deliver an exceptional learning experience for students in relevant Engineering topics.
- To teach and inspire undergraduate and postgraduate campus-based and remote students, and to design and conduct associated assessments.
- To act as Module Leader and to engage in the evaluation and development of modules for which you have responsibility, in terms of content, delivery and assessment.
- To promote the use of a range of methods and techniques in teaching, learning and assessment.
- To engage in pedagogy development and innovation to ensure teaching practice is current.
- To prepare high quality course materials and ensure that it is available to students.
- To deliver teaching including individual and group tutorials, seminars and lectures. To supervise practical sessions and individual/group student project work.
- Manage projects relating to own area of work and the organisation of external activities.
- To provide academic and pastoral support to undergraduate and postgraduate students.

Enterprise

- To engage with business, public and voluntary organisations through pedagogic knowledge exchange activities such as student projects and placements, collaboration, and short courses.
- To create social, cultural and economic impact from academic activity where possible.

Related Activities and Functions

- To work effectively with relevant administrative, technical and academic staff in the School and across the University.
- To carry out specific administrative roles and functions as may be reasonably required.
- To take part in, or to lead, staff discussion groups or a School committee.
- To embed EDI into the design and delivery of modules and programmes
- To engage in training programmes in the University (e.g. through Staff Development and Centre for Academic Practice) which are consistent with your needs and aspirations and those of the School.
- To engage fully with the annual Performance and Development Review (PDR) process.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post. This may include marketing, representation of the subject at student recruitment events, industry collaboration and placement development.

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

Reports to the Dean of the School. Line management will be delegated to the relevant HoD.

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	<p>Mentoring, training, or advisory experience either in industry or in academia.</p> <p>Experience of working in a related high-quality industrial, professional or academic environment.</p> <p>In-depth knowledge of engineering practice, with focus on Materials Science and Engineering.</p> <p>Track record and experience of Engineering teaching in areas relating to Materials in the Higher Education environment.</p> <p>Experience of successfully supervising the projects of company staff or taught students.</p>	1,3
Skills and abilities	<p>Excellent organisational skills and the ability to work independently and on own initiative.</p> <p>Flexible approach to working and an ability to prioritise tasks, with a capability of working under pressure to meet deadlines.</p> <p>Excellent team working skills. Good verbal and written communication and interpersonal skills.</p> <p>Ability to provide tutorial and pastoral advice to students.</p> <p>Excellent skills in the presentation/communication of relevant engineering subjects, particularly in the engineering design field. Able to demonstrate creativity in approach to presenting/communicating in different formats and contexts such as lectures, presentations, tutorials, group work, project supervision.</p> <p>Excellent technical skills in a variety of software tools and applications pertinent to the delivery of engineering teaching.</p> <p>Excellent IT skills with particular reference to online teaching and remote delivery.</p>	1,2,3
Training	Commitment to and evidence of continuing professional development.	1,3
Qualifications	An outstanding educational profile up to and including first degree and/or Masters in a relevant Engineering discipline.	1

Other	Commitment to observing the University's Equal Opportunities policy at all times.	1,3
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Desirable Criteria

Area	Criteria	Stage
Experience	<p>Experience of teaching and assessment at university level for both campus-based and remote students.</p> <p>Experience of management in an industrial or academic environment with a view of transferring this experience into the teaching of management to aeronautical and automotive engineering students.</p> <p>Experience of managing complex interdisciplinary design projects.</p> <p>Experience of work in or in collaboration with business or industry.</p>	1,3
Skills and abilities	<p>Ability to take part in module development.</p> <p>Knowledge of the challenges faced in recruiting to and sustaining UK HE engineering degree programmes.</p>	1,3
Qualifications	Achieved or willingness to progress towards appropriate professional status such as Fellowship of the Higher Education Academy.	1

Conditions of Service

The position is full time and Fixed Term for 9 months (or the earlier return of the post holder). Salary will be on SSA Grade 6, in the range £33,966 to £44,263 per annum.

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/>