**Job Description**

**Job Title:** Associate Lecturer  
**Location:** Anglia Ruskin University London  
**Reporting Line:** Head of School

**Overall Job Purpose**

Associate Lecturers, with support from the Course Director and/or senior leadership team of the School, (i.e., Deputy Head of School, Head of School, and Academic Director (Education)), are the cornerstone of academic content delivery operations.

Additionally, a highly experienced Associate Lecturer, reporting to the Head of School, takes ownership for the overall performance, success and growth of any modules designated to the role, and where applicable, provides leadership through on-going liaison with those directly involved with module delivery and others who influence the students’ experience of the module. Associate Lecturers are employed to,

* Deliver a module to the expectations of the Module Leader, Head of Department, students and external bodies.
* Engage students in a dynamic, interactive and stimulating learning experience
* Assess achievement against learning outcomes.
* Within required deadlines, provide valid, reliable and informative feedback to students following assessment of knowledge, skills and understanding.
* Support students through their university experience.

**Key Responsibilities: Associate Lecturer**

* Deliver research-informed teaching and facilitate learning across a range of undergraduate and postgraduate courses, drawing on own area(s) of expertise, and undertake associated duties including, within boundaries of set topics, planning and preparing how to develop discussion within the student cohort (or class).
* Attend module teaching team meetings if the module is taught by a team of academics.
* Monitor student progress and provide help and advice in relation to the module as directed by the module leader.
* Take a proactive stance to in-class formative assessment and use outcomes to act to improve student learning and the student experience, by providing students timely answers and formative feedback.
* Attend module marking team meetings if the module is marked by a team of academics.
* Assess student work equitably and consistently, adhering to the guidelines established in the Module Definition Form, (MDF), and in discussion with the module leader.
* Provide detailed feedback on students’ summative work to enhance student experience of their assessment.
* Complete marking and marking-related administration, within the academic calendar set by the University.
* Provide timely responses to students’ enquiries by deploying our strategic student support mechanisms.
* Take a proactive approach to supporting the personal and professional development of students by providing pastoral care and support to students, and deploying our strategic student support mechanisms as necessary.
* Attend any internal training designated as mandatory, and also proactively engage with continuing professional development programmes and activities to support the role.
* Reflect on student feedback, student performance, and feedback from periodic monitoring/review of own performance to enhance personal teaching skills and own professional practice.
* Escalate to the Course Director and/or senior leadership team any serious concerns not resolvable at module level.
* Attend graduation ceremonies, as required.
* Participate in academic admissions interviews, as required.
* Participate in employability sessions, as required.
* Any other reasonable activity as decided by the Head of Department.

**Additional Responsibilities: Associate Lecturer**

* A suitably qualified and experienced Associate Lecturer may additional be appointed to lead teaching and assessment of one or more modules, in which role the Senior Lecturer will be responsible to.
  + Publish current and accurate module definition form(s) to the virtual learning environment
  + With the support of the Course Director and/or senior leadership team, review the module(s), identify desirable amendments, and initiate them.
  + Produce research-informed learning resources, ensuring that they remain current, and create student awareness of current professional practice.
  + Produce module assessment materials that comply with the module definition form template; and, where necessary develop alternative forms of assessment to ensure inclusivity.
  + Ensure module teaching materials are constructively aligned to module assessment tasks (Biggs, 1999
  + Ensure employability and career planning is actively realised within module teaching and module assessment.
  + Lead the team of module tutors; including through communicating to module tutors, a common approach to module delivery and assessment to ensure a consistent presentation and assessment of the module, across (different cohorts of) students, and by answering their enquiries in a timely manner.
  + Attend relevant Modular Assessment/Review Panels (MRPs/MAPs), by invitation.
* Carry out internal quality management process such as scrutinising assessments drafts, standardising marking, moderating marking, etc.
* In collaboration with the Course Director and/or senior leadership team, produce Module Definition proposals or Module Amendment proposals for the purposes of module/course enhancement or new course approvals.

**Key Performance Indicators**

* Student performance and satisfaction with their learning experience
* Quality and timeliness of role related activities and artefacts
* Quality of participation in developmental opportunities
* Quality of engagement in scholarly activity
* Quality of engagement with internal and external stakeholders

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| **PERSON SPECIFICATION:** | | | | | |
|  | **Associate Lecturer** | | **Associate Lecturer with additional responsibilities** | | **Assessed**  **Via\*** |
| **Academic/ Professional Qualifications** | **E\*** | **D\*** | **E\*** | **D\*** |  |
| A good honours degree or equivalent in cognate discipline | ✔ |  | ✔ |  | **A** |
| Master’s degree with demonstrable professional experience, of at least 5 years |  | ✔ | ✔ |  | **A** |
| Fellowship of the Higher Education Academy (FHEA) |  | ✔ | ✔ |  | **A** |
| PhD or Professional doctorate in cognate discipline |  | ✔ |  | ✔ | **A** |
| PG Certificate in Learning and Teaching (HE) or equivalent |  | ✔ |  | ✔ | **A** |
| Senior Fellowship of the Higher Education Academy (SFHEA) |  |  |  | ✔ | **A** |
| **Experience** |  |  |  |  |  |
| Successful teaching experience at higher education level involving both undergraduate and postgraduate teaching and/or relevant commercial and/or professional experience |  | ✔ | ✔ |  | **A, I** |
| Leading and managing module delivery and/or module design |  | ✔ |  | ✔ | **A, I** |
| Previous, and relevant, course leadership and/or course and curriculum design |  | ✔ |  | ✔ | **A, I** |
| Using information systems such as SIMS and/or PDT-Dashboard |  | ✔ |  | ✔ | **A, I** |
| **Knowledge/ Skills** |  |  |  |  |  |
| Excellent written and oral communication skills | ✔ |  | ✔ |  | **A, I** |
| Good interpersonal and negotiating skills | ✔ |  | ✔ |  | **A, I** |
| IT literate with a sound knowledge of Microsoft Office | ✔ |  | ✔ |  | **A, T** |
| Ability to contribute to curriculum development |  | ✔ | ✔ |  | **A, I** |
| Ability to contribute to quality assurance requirements |  | ✔ | ✔ |  | **A, I** |
| Ability to understand and apply awarding organisation regulations |  | ✔ | ✔ |  | **A, I** |
| Knowledge of quality assurance processes |  | ✔ | ✔ |  | **A, I** |
| Project management skills |  | ✔ |  | ✔ | **A, I** |
| Knowledge of OfS student outcome indicators (i.e., continuation, completion, progression) |  | ✔ |  | ✔ | **A, I** |
| **Personal Attributes** |  |  |  |  |  |
| Ability to plan-ahead and meet deadlines, sometimes under pressure | ✔ |  | ✔ |  | **A, I, T** |
| Ability to think innovatively and creatively | ✔ |  | ✔ |  | **A, I, T** |
| Ability to work co-operatively, as a leader and/or as part of a team | ✔ |  | ✔ |  | **I** |
| Enthusiastic and flexible approach | ✔ |  | ✔ |  | **A, I, T** |
| Customer focussed | ✔ |  | ✔ |  | **I, T** |
| Willingness to contribute to the collective life of the Faculty | ✔ |  | ✔ |  | **I** |
| Ability to support colleagues |  | ✔ |  | ✔ | **A, I, T** |
| **Other** |  |  |  |  |  |
| Understanding of the external environment in which we operate | ✔ |  | ✔ |  | **I** |
| Commitment to own continuous personal and professional development. | ✔ |  | ✔ |  | **A, I** |
| Willing and able to travel, as required | ✔ |  | ✔ |  | **I** |
| Willingness to comply with Data Protection Act 2018 and GDPR principles/ requirements | ✔ |  | ✔ |  | **I** |
| \*Criterion to be assessed via:   * A = application form or CV/cover letter * I = interview questions * T = test or presentation at interview   E\* = Essential for the role  D\* = Desirable for the role |  |  |  |  |  |