

ACADEMIC PROFILE

TEACHING & SCHOLARSHIP LEVEL 4

ROLE PURPOSE

To lead and develop teaching and scholarly activities within own area of expertise

PRINCIPAL DUTIES

Design, develop and deliver a range of courses (some new) at various levels

Develop and apply innovative and appropriate teaching techniques

Responsible for quality, audit and other external assessments within own courses

Provide academic leadership to those working within own programme areas

Engage in pedagogic and scholarly research

Responsible for dealing with pastoral care issues for students and colleagues in own areas

| ACTIVITIES | EXAMPLES OF ROLE REQUIREMENTS |
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| 1 Communication | Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding. |
| 2 Teamwork and motivation | Work in conjunction with others to apply subject knowledge to practice. Provide academic leadership to those working within programme areas, as course leader or equivalent, by for example agreeing work plans to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans. Lead teams within areas of responsibility. Ensure that teams within the department work together. Act to resolve conflicts within and between teams. |

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| <p>3 Liaison and networking</p> | <p>Lead and develop internal networks for example by chairing and participating in Institutional committee.</p> <p>Act as an external examiner to other Institutions and provide professional advice.</p> <p>Lead and develop external networks for example with external examiners and assessors.</p> <p>Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.</p> |
| <p>4 Service delivery</p> | <p>Review on a regular basis course content and materials, updating when required.</p> <p>Be responsible for setting standards and monitor progress against agreed criteria for own area of responsibility.</p> <p>Be responsible for quality, audit and other external assessments in own areas of responsibility.</p> |
| <p>5 Decision making P and O</p> | <p>Make decisions regarding the operational aspects of own educational programme.</p> <p>Contribute to decisions which have an impact on other related programmes.</p> <p>Provide advice on issues such as ensuring the adequate balance of student population, appointment and student and other performance matters.</p> |
| <p>6 Planning and organising resources</p> | <p>Responsible for the delivery of own educational programmes.</p> <p>Contribute to the overall management of the department in areas such as resource management, business and programme planning.</p> <p>Be involved in departmental level strategic planning and contribute to the Institution's strategic planning processes.</p> <p>Plan and deliver consultancy or similar programmes and ensure that resources are available.</p> |
| <p>7 Initiative and problem solving</p> | <p>Resolve problems affecting the quality of course delivery and student progress within of own areas of responsibility, referring more serious matters to others, as appropriate.</p> <p>Resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations.</p> <p>Spotting opportunities for strategic development of new courses or appropriate areas of activity and contributing to the development of such ideas.</p> |
| <p>8 Analysis and research</p> | <p>Engage in pedagogic and practitioner research and other scholarly activities.</p> <p>Monitor student progress and retention.</p> |

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| 9 Sensory and physical demands | Balance the pressures of teaching and administrative demands and competing deadlines. |
| 10 Work environment | Depending on area of work (e.g. laboratories, workshops, studios) may be expected to take responsibility for conducting risk assessments and reducing hazards. |
| 11 Pastoral care and welfare | Responsible for dealing with referred issues for students within own educational programmes. Provide first line support for colleagues, referring them to sources of further help if required. |
| 12 Team development | Contributing to the development of teams and individuals through the appraisal system and providing advice on personal development. Act as a personal mentor to peers and colleagues. |
| 13 Teaching and learning support | Design, develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels. Develop and apply innovative and appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students. Ensure that course design and delivery comply with the quality standards and regulations of the university and department. Contribute to the development of teaching and learning strategies. |
| 14 Knowledge and experience | Required to be externally recognised scholar or teacher. In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field. |