

Job Description

Job title	Lecturer in Education/Early Years Education
School / department	School of Human and Social Science
Grade	6/7
Line manager	Head of School/Head of Subject

Main purpose of the job

1. Deliver teaching excellence at undergraduate and postgraduate levels to students undertaking programmes of study within the School of human and Social Sciences within Early Years and Education Studies.
2. Ensure all academic quality processes are adhered to and monitored.
3. Provide proactive effective academic and pastoral support to all students, and closely monitor their progress.
4. Actively contribute to supporting the development of marketing, recruitment, admissions, retention and progression plans and processes put in place to increase levels of achievement and student satisfaction in the areas of teaching and learning.
5. Participate in internal events organised by the School and the University.
6. Engage externally with local authorities, third sector and professional organisations.
7. Support enterprise activities within the School of Human and Social Science.
8. Undertake research and scholarly activity in the field of Education/ Early Years Education.
9. Be an ambassador for both the School and the University of West London.
10. Be committed to providing a high quality service to our students and will recognise the importance of maximising satisfaction through an engaging teaching and learning approach that brings both realism and energy to the student experience.
11. Recognise the value of pastoral and academic support in maximising student achievement.
12. Comply with any University rules and regulations to ensure the efficient operation of its business and the welfare and interests of its students and employees.

Key areas of responsibility

1. Pro-actively participate in all activities (including travel) associated with collaborations and partnerships (UK & international) where appropriate. These may include but are not limited to:
 - a. Developing and delivering teaching materials (teaching texts, case studies, podcasts, and student activities) incorporating both blended learning and e-learning technologies approaches to delivery
 - b. Supervising projects/dissertations/theses
 - c. Undertaking link programme and/or module leadership and assisting in programme management
 - d. Membership and contribution to assessment and examination boards including liaison with External Examiners.

2. Act as a Personal Tutor and provide pastoral support and guidance in accordance with the University procedures.
3. Work with the Education academic team under the leadership of the Head of Subject and Head of School to support the development of marketing, recruitment, admissions, retention and progression plans and processes so as to increase levels of achievement and student satisfaction in the areas of teaching and learning.
4. Contribute to the scholarship, specialist expertise and research in the School of Human and Social Science.
5. Contribute and support the teaching and assessment in interdisciplinary and/or specialist modules, including assessment and examination boards for cross institutional programmes, and liaising with external examiners (where appropriate).
6. Pro-actively engage with the wider external academic, practitioner and third sector communities through involvement with professional bodies and other related organisations and the development of a personal network of contacts.
7. Undertake personal research in line with the School's research targets and strategy. This includes identifying sources of funding, submitting grants and delivering research outputs which support the reputation/financial position of the School and deliver social and economic impact.
8. Undertake CPD, including HEA Fellowship.
9. To undertake other appropriate tasks commensurate with the grade as required by the Head of School.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Background information

The field of Early Years/Education has recently been established and is located within the area of Education and Society. This is a new area and includes Community Development, Education/Early Years and Social Work. The School works across disciplines, and candidates are expected to work flexibly across the different fields, as required.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	<p>Degree or equivalent in a subject relevant to the discipline of Education</p> <p>PhD in a subject relevant to Education or within six months of completion</p> <p>HEA Fellowship (or willingness to obtain within 6 months of appointment)</p>	
Knowledge and experience	<p>Up-to-date knowledge of Early Years Education</p> <p>Experience of teaching and learning at undergraduate and postgraduate level</p> <p>Knowledge of the current debates and recent developments concerning Early Years Education</p> <p>Developing publication profile in peer-reviewed journals</p>	<p>Experience of working in collaboration and/or partnership</p> <p>Experience of module leadership</p> <p>Broad experience of curriculum design and development</p> <p>Experience of using blended learning and e-learning technologies such as virtual learning environments</p>
Specific skills to the job	<p>Excellent interpersonal skills; an assured and confident communicator</p> <p>Ability to respond enthusiastically and positively to students</p> <p>Evidence of scholarly activity in the form of recent publications</p> <p>Self-motivated, goal and outcome orientated</p> <p>Flexible, resilient and able to work to tight deadlines</p> <p>Ability to work co-operatively and effectively with colleagues and to contribute enthusiastically to the</p>	<p>Evidence of consultancy and/or professional practice.</p>

	School of Human and Social Sciences	
General skills	<p>A commitment and enthusiasm for teaching and learning within higher education</p> <p>A commitment to the School and the University's values, aims and objectives</p>	
Other	<p>Genuine commitment to student success</p> <p>Flexibility including the willingness to work evenings and weekends</p>	
Disclosure and Barring Scheme	This post does not require a DBS check	

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.