

**JOB DESCRIPTION**

**Job Title: SL ITE MA Education/ Post Qualifying Education**

**Grade: Lecturer/ Senior Lecturer**

**School/Service:** School of Education and Communities

**Campus:** Stratford

**Responsible to:** Head of Department

**Liaison with:** University staff and students and external organisations

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success.

#BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 4 of its transformational 10-year [Vision 2028 strategic plan](https://issuu.com/universityofeastlondon/docs/annual_review_2020?utm_source=Charlotte%2BWhite%2Btest%2Bmail%2Blist&utm_campaign=46c08a193b-EMAIL_CAMPAIGN_2018_09_19_02_52_COPY_04&utm_medium=email&utm_term=0_e8797a5163-46c08a193b-) led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**JOB PURPOSE:**

The post holder is responsible for contributing to an exceptional student experience through the leadership and delivery of high quality teaching and learning. The purpose of the post is to teach and support the development and growth of MA Education focused courses, and related activities around the post qualifying (teaching and education) offer within the school and department.

We are looking for a dynamic individual with an established reputation and substantial teaching experience. An established track record of research within the field of Education is desirable as is the ability to contribute across programmes in the Teacher Education department.

Academic staff also take on administrative roles in areas such as pastoral care, teaching and learning, research and knowledge exchange, practice links, admissions, module co-ordination, and overseas exchange co-ordination.

The post holder will expect to contribute and enhance the learning and qualification outcomes of UEL’s students and the scholarly outputs of the University by undertaking an effective programme of teaching: conducting research, supervision of students, engaging in the pursuit of external funding, administrative and professional service.

**MAIN DUTIES AND RESPONSIBILITIES:**

* To contribute to teaching and assessment for postgraduate courses including tutorials on a variety of modules with a main responsibility in MA Education focused courses. To contribute to development and review of relevant undergraduate and postgraduate programmes
* Development of students’ professional skills, building relevant contacts both locally and internationally including graduate internships
* Undertaking and/or overseeing admissions duties
* Supporting teaching and learning developmental initiatives within the school
* Supporting the development of visiting lecturers through mentoring and developmental

activities

* To undertake research, publication and scholarly activities and contribute to the general research life and activities of the School
* To act as a personal tutor to a number of students.
* To undertake School and University administrative duties as appropriate and in consultation with the Head of Department and or the Dean of School.
* To represent the School on various internal and external committees in consultation with the Head of Department/Dean of School.
* To engage in income generation as appropriate through applications for research grants, consultancy, short courses, etc.
* To work in accordance with the University’s Equal Opportunities Policy.

**LOCAL REQUIREMENTS:**

Any additional local requirements not specified above: -

* A range of professional experience is preferred in order that the appointee can contribute to more than one area of subject teaching.
* Areas of expertise of particular interest to MA Education
* Interest in an area suitable for developing as a research topic is essential

**PERSON SPECIFICATION**

**EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS**

**Essential Criteria;**

* Master’s degree in Education relevant discipline (A/C)

**Desirable Criteria;**

* A PhD in a relevant area (A/C)

**KNOWLEDGE AND EXPERIENCE**

**Essential criteria;**

* Relevant experience in Education and appropriate teaching experience (A/I)

**TEACHING AND LEARNING SUPPORT**

**Essential criteria;**

* A strong commitment to widening participation and a deep understanding, based on solid experience, of how to bring out the best in students from diverse backgrounds, including those who may have under-performed in the past. (A/I)

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* An inspirational teacher who collaborates well with colleagues and students in order to achieve the best possible outcomes for students. (I)
* A strong commitment to high quality, reflective and collaborative professional practice in teaching and learning in higher education. (I)

**SKILLS AND ABILITIES**

**Essential criteria;**

* Highly organised and self-motivated. (I)
* Effective interpersonal skills - ability to communicate at all levels to students and staff and to teach students at all levels. (I)
* Sufficient knowledge of educational pedagogy and theory. (A/I)
* Research Skills. (A/I)
* Ability to administrate and provide tutorship. (I)

**Desirable criteria;**

* Module leadership skills. (I)

**PERSONAL ATTRIBUTES / QUALITIES**

**Essential criteria**

* Ability to work within a multi-disciplinary team of staff and to liaise with Programme Leaders and Staff working in the School. (A/I)
* Ability to grow and develop a programme. (I)
* Ability to lead modules. (I)
* Ability to direct, organise and deliver lectures, teaching and supervise research (I/P)
* Dedication to teamwork. (I)
* Commitment to and understanding of equal opportunities in a diverse and multi-cultural environment. (A/I)

**Criteria Key:**

A = Application

C = Certification

I = Interview

T = Test

P = Presentation