****

**JOB DESCRIPTION**

**Job Title:** Lecturer/Senior Lecturer in Education and Community

**School:** School of Education and Communities

**Grade:**  Lecturer / Senior Lecturer

**Location:** Stratford

**Responsible to:** Head of Department Education and Community Development

**Responsible for:** Teaching, managing and developing undergraduate and postgraduate modules in Education and Social Science

**Liaison with:** Academic Cluster Lead in Education, Head of Department, Head of School/UEL staff, students, external partners, Internal/External Stakeholders

**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 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:**

* To contribute to the School’s teaching, scholarship, research, course development and administrative activities;
* To promote the School and UEL’s reputation;
* To contribute to the wider development of the School and UEL;
* To lead on the organisation of modules across the department with a focus on modules within the Education Cluster with the ability to teach on Special Education Needs and Disabilities, Education and/or Early Childhood Studies.

**MAIN DUTIES AND RESPONSIBILITIES:**

* To contribute to the management, administration and/or leadership related to courses within the department as appropriate to experience;
* To develop, lead and teach on undergraduate and postgraduate modules/programmes, including evening teaching;
* To contribute to the writing of online materials for distance learning purposes;
* To contribute to key skills modules;
* To support national and international collaborative partners;
* To supervise UG and PG dissertation students;
* To participate in and contribute to research and scholarly activity within the Subject Area;
* To take a role in sustaining and developing the activities of the School in relation to teaching, scholarship and/or research and knowledge exchange;
* To engage in income generation as appropriate through applications for research grants, consultancy, short courses etc;
* To contribute to staff development within the school;
* To work as part of the relevant programme teams and contribute to the wider School through cross-school activities;
* To act as a personal and professional tutor for groups of students, including undertaking placement visits;
* To set, mark and moderate work as required;
* To attend Assessment Boards as required;
* To prioritise key tasks and meet deadlines;
* To participate in Open Days and Clearing;
* To contribute to marketing and publicity across the school;
* To work in accordance with the UEL’s Equal Opportunities Policy;
* To develop all aspects of the student experience.

**JOB RESPONSIBILITIES:**

* To liaise with placement providers and support students on placements;
* To prepare and deliver in-person and online teaching material;
* To facilitate and support students in learning activities;
* To engage in assessment of students at various levels;

* To participate in and contribute to the development of assessment processes;
* To engage in educational practice that promotes effective learning and the development of attributes that sustain lifelong learning;

* To undertake teaching-related and allocated administrative responsibilities efficiently and effectively, in accordance with UEL standards and deadlines;

* To contribute to the knowledge base of the profession through research and other forms of scholarly activity;

* To communicate efficiently and effectively using paper-based and electronic media;

* To contribute to the recruitment and selection of undergraduate and postgraduate students;

* To promote the image and reputation of the UEL through contact with external agencies;

* To undertake any other duties commensurate with the grade and experience of the postholder as requested by the Dean or their nominee.

**PERSON SPECIFICATION**

**EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* Undergraduate degree, and Masters degree or equivalent postgraduate qualification (A/C)

**Desirable criteria;**

* PhD or willingness to undertake Doctoral study (I)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* In-depth curriculum knowledge appropriate to the post and understanding of the key issues in education and community (A/I)
* Experience in teaching or mentoring; assessing and supervising students with the ability to demonstrate best practice (A/I)

* In-depth knowledge of the ways issues of race and other aspects of diversity impact education, practice and research (R/I)

* Experience of working in Further Education/Higher Education (A)
* Experience in leading/contributing to the development of career readiness for students

**SKILLS AND ABILITIES:**

**Essential criteria;**

* Demonstrable ability to teach effectively, using a variety of methods, conveying ideas to students from a wide range of backgrounds and capabilities, acting as an effective tutor/mentor (A/I)
* A demonstrable strong commitment to teaching and effective learning, working collaboratively with students and staff to improve the experience of all, enhancing student success, progression and retention (I)
* Ability to liaise and communicate effectively, monitor and successfully deliver programmes of work whilst proactively meeting deadlines and developing good professional relationships with colleagues, employers, external regulatory bodies and institutions (A)
* Ability to develop and lead the implementation of complex systems using excellent IT skills, communication and presentation skills (I)
* Ability to contribute to the School's research plan showing commitment to scholarly activity, research and publication (R/I)

**PERSONAL ATTRIBUTES/QUALITIES:**

**Essential criteria;**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (A)
* Ability to communicate open and honestly about professional relationships and personal development (I)
* Commitment to understanding, contributing to, and leading innovation within the HE context (A/I)

**Criteria tested by Key:**

A = Application form

C = Certification

I = Interview

R = Research Papers

P = Presentation

T = Test/Task