



## JOB DESCRIPTION

**Job Title:** Pre-Entry Programmes Lecturer  
**School/Service:** Student Recruitment & Marketing  
**Grade:** Lecturer  
**Campus/Location:** University Square, Stratford  
**Responsible to:** Pre-Entry Programmes Leader  
**Responsible for:**  
**Liaison with:** Students, university staff, local employers, other professional and academic organisations, schools and colleges

The UEL student body is rich in its diversity; students are drawn from a wide range of backgrounds and age-groups, with a high proportion from low income groups. We look for outstanding teachers, who exude a love of teaching, who inspire students and colleagues through their approach to teaching, and who are strongly committed to raising levels of student achievement.

### JOB PURPOSE:

To deliver the teaching on our HE preparatory courses, currently New Beginnings. To contribute to the provision of high quality, innovative and engaging teaching, research, enterprise and/or professional activity as a member of the teaching team and in collaboration with others, benefiting our students.

### MAIN DUTIES:

- To deliver teaching on the New Beginnings programme, sourcing high quality and relevant contributions from Schools and services
- To contribute to flexible evening and weekend delivery options
- To support the development of academic administration of the courses, for example student support, recruitment functions, planning and organising academic seminars.
- To act as personal tutor to students with particular needs and co-ordinate the interventions/support of UEL's support services as necessary.
- To develop high quality learning resources through Moodle and other channels that support and reinforce students' learning
- To contribute to reviews, accreditations and audits as required
- To contribute to research and evaluation of New Beginnings and other pre-entry programmes including evaluating the impact of the course on groups of underrepresented students as part of our commitments to the Office for Fair Access and to improve the transition experience for our mature students.
- To undertake any other duties commensurate with grade and experience of the post holder as requested by the Pre-Entry Programmes Leader
- To work in accordance with UEL's equal opportunities policies.
- To contribute experience to learning and teaching developments and transitional support for students and to support colleagues to develop complementary provision.
- To attend conferences internally and externally to promote the programme and access for mature and part time students

## PERSON SPECIFICATION

### EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:

#### Essential criteria

- Degree in relevant discipline (A/C)
- Postgraduate qualification and/or relevant equivalent experience

#### Desirable criteria

- PhD/professional doctorate in a relevant area
- PGCert and/or another relevant teaching qualification and/or accreditation

### KNOWLEDGE AND EXPERIENCE:

#### Essential criteria

- Experience of developing and teaching courses/programmes to prepare mature students for Higher Education study and support successful transition to undergraduate study (A/I)
- Experience of teaching in a diverse environment and familiarity with the UK further and adult education system (A/I)
- Experience of providing high quality pastoral support for students from underrepresented groups and a track record of supporting these students to progress to undergraduate programmes (A/I/P)
- Experience of liaising across Schools and services to secure high quality provision and support for students (A/I)
- Experience of creating learning resources that support and reinforce learning using Moodle or other VLE (A/I/P)

### SKILLS AND ABILITIES:

#### Essential criteria

- High standard of communication skills and proven ability to motivate students (A/I)
- Ability to teach at undergraduate and pre entry level (A/I)
- Flexible approach to work including willingness to work evenings and Saturdays (I)
- Ability to undertake research and evaluation of the New Beginnings programme and to evaluate offers at other universities/in further and adult education (A/I)
- Good level of IT skills with proficiency in Microsoft applications (A/I)

### PERSONAL ATTRIBUTES AND QUALITIES:

#### Essential criteria

- Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment (I)
- Ability to use initiative (A/I)

### TEACHING AND LEARNING SUPPORT

#### Essential criteria

- Ability to design teaching materials across a range of modules or within a subject area, using appropriate teaching, learning support and assessment methods. **(A&I)**
- 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 strong commitment to high quality, reflective and collaborative professional practice in teaching and learning in higher education

**Criteria tested by Key:**

A = Application form

C = Certification

I = Interview

P = Presentation

R = Research papers

T = Test