

MILITARY TECHNOLOGICAL COLLEGE– RECRUITMENT PAPERWORK

1. JOB DESCRIPTION

Job Title:	Senior Lecturer
Grade:	G [MOD 3]
Department:	
Location:	
Position Reference No:	
Cost Centre:	
Responsible to:	Head of Department
Responsible for:	Lecturers
Effective date of job description:	

Context:

Senior lecturers are expected to be involved in the day to day teaching and will usually have module management responsibilities and support Module Coordinators in development of teaching and learning and assessment within modules. Senior lecturers should take a leading role in supporting students inside and outside the classroom, such as, personal tutorials and development.

Senior lecturers will be expected to take part in some research activities and will be involved in managing lecturers and contributing to team-taught programmes.

Purpose of Job:

To provide support to teaching across the discipline of Aero/Systems/Civil/Marine Engineering as appropriate, and other related specialist fields;

To actively support staff and students;

To undertake scholarly activities commensurate with the role and to contribute to excellence in teaching at all levels and provide academic support to teaching and curriculum development within the College;

To strengthen the research environment in the College and provide an input to activities in other subject group areas such as entrepreneurship, human resources and labour market studies.

Key Responsibilities:

Teaching

1. To support curriculum/course development as a member of staff within the Aero/Systems/Civil/Marine Department as appropriate.

2. To deliver inspirational teaching and where appropriate adopt research-informed teaching.
3. To support design and content of specific areas of teaching and learning.
4. To undertake academic duties to deliver high quality teaching, student learning support and assessment duties.
5. To support and comply with the College quality assurance standards and procedures.

Additional duties

1. To support the leadership and management of the department and developing new curriculum.
2. To undertake such specific roles/committee work as may be reasonably required.
3. To participate in relevant professional/advisory activities.
4. To carry out research and produce publications, or other research outputs, in line with personal objectives agreed in the Staff review process.
5. To supervise or assist with supervision of undergraduate or taught graduate (Masters) students.
6. To engage in continuous professional development.
7. To undertake external activities, which reflect and enhance the reputation of the College.
8. To comply with the College Health and Safety Policy.
9. To undertake any other duties as required by the Head of Department.

Working Relationships:

- Head of Department
- Deputy Head(s) of Department
- Principal Lecturers
- Other academic colleagues and support/technical staff on day-to-day issues

2. PERSON SPECIFICATION

No	Attributes	Rating	Source
1.	Specific Knowledge & Experience		
	Demonstrable teaching experience at the required level.	E	AF, S
	Membership of a professional body in subject area.	E	AF, S
	Track record of effective support of a undergraduate programmes.	E	AF
	Experience of quality control and assurance mechanisms in the HE sector.	E	AF
	Track record of innovation and excellence in teaching and learning.	D	AF
	Ability to provide effective academic support to staff working within the 'development' programme area.	D	AF
	Participating in committees and projects as requested by HoD.	D	AF
2.	Skills & Abilities		
	Ability to offer support in planning and organising of workloads.	E	AF, S
	Experience in the use of VLE and MLE teaching and learning management systems.	E	AF, S
	Demonstrated ability to work effectively within a multi discipline, multi-cultural environment.	E	AF, S
	Excellent communication and interpersonal skills.	E	AF, S
	Ability to concisely present information verbally and in writing.	E	AF, S
	Project management skills.	D	AF, S
3.	Qualifications, Education & Training		
	First degree or equivalent in subject area	E	AF, S
	Master's Degree and/or vocational experience of a similar level of subject authority.	E	AF, S
	PhD/Professional Doctorate/equivalent	D	AF
	HEA fellowship/equivalent	D	AF
4.	Other Requirements		
	Ability to engage with others in teaching and research	E	AF, S
	Ability to work on own initiative and as part of a team and work to tight deadlines.	E	AF, S
	Commitment to whole Departmental ethos	E	AF
	Commitment to whole MTC ethos	E	AF

Legend

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

Line Manager/Supervisor responsible for post to sign below:

Signed	
Name (block capitals)	
Date	
Extension number	

