

**JOB DESCRIPTION**

<b>Job Title:</b>	Senior Lecturer in Events
<b>Department:</b>	Hospitality and Tourism
<b>Contract:</b>	Permanent, 0.81 FTE (30 hours per week)
<b>Salary Range:</b>	£32,221 - £40,781 p.a. (pro rata of £39,739 - £50,296 p.a. with opportunity to progress to pro rata of £54,943)
<b>Salary Grade:</b>	AC3
<b>Report To:</b>	Head of Department – Hospitality and Tourism
<b>Job Purpose:</b>	<p>To lead on the planning, development and delivery of high quality programmes, as well as inspiring and inclusive learning opportunities for students to help them achieve their learning goals.</p> <p>To lead and promote innovation and quality enhancement in Learning and Teaching.</p> <p>To support the needs of the Department through taking responsibility for programme-related administration and monitoring.</p> <p>To support the work of colleagues working towards shared objectives.</p>
<b>Main Duties &amp; Responsibilities:</b>	<p><b>Learning and Teaching:</b></p> <ol style="list-style-type: none"> <li>1. Manage and deliver learning activities on a range of courses and levels including apprenticeship provision, as required.</li> <li>2. Develop and prepare high quality, inspiring and inclusive Learning and Teaching (to include digital learning) materials, assignments, activities and assessments which support student learning and embed employability skills.</li> <li>3. Undertake assessment of students’ course work, project work and examinations, and maintain up-to-date and accurate records of their progress and achievement.</li> <li>4. Supervision, guidance and marking of students’ independent work (e.g. practical work, dissertations).</li> <li>5. Participate fully in course team activities and act as a Unit/Module Leader as required.</li> </ol>

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	<p>6. Promote innovative methods of delivery including the use of learning technologies and learning spaces in professional practice.</p> <p>7. Lead on the planning and design of educational programmes, including apprenticeship provision, as required, ensuring the completion of associated administration and quality assurance.</p> <p>8. Lead on the design and delivery of innovative programmes which meet the needs of the students and industry, and enhance teaching excellence and student employability.</p> <p>9. Contribute to the development of Learning and Teaching strategies to ensure compliance with academic and vocational expectations.</p> <p>10. Support student placement activities as required.</p> <p>11. Contribute to curriculum development, promotion and marketing of new courses and new approaches to Learning and Teaching.</p> <p>12. Provide high quality academic, pastoral and personal support for students, including acting as a Personal Tutor.</p> <p><b>Management and Administration:</b></p> <p>13. Co-ordinate the administration, enrolment and induction of students.</p> <p>14. Assist with timetabling as required.</p> <p>15. Manage and monitor programme performance, including apprenticeship provision e.g. retention, attendance, success, progression and student satisfaction.</p> <p>16. Contribute to student recruitment through participation in marketing and promotional events, such as open days/evenings.</p> <p>17. Review curriculum areas to ensure they are current, innovative and industry relevant e.g. contributing to relevant validation and approval processes, developing new courses.</p> <p>18. Support and contribute to the completion of the Self-Assessment Report (FE) or programme improvement plan.</p> <p>19. Contribute to award boards (HE).</p> <p><b>Liaison and Networking:</b></p> <p>20. Lead and develop collaborative links with other programmes/subjects and develop internal networks.</p>
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	<p>21. Lead and develop links with external partners such as other educational bodies, employers and professional bodies to foster collaboration.</p> <p>22. Reflect and act upon feedback from students/peer observations to enhance practice.</p> <p>23. Mentor colleagues and actively support their professional development; lead development activities which enhance professional practice.</p> <p>24. Prepared to work towards fellowship of the Higher Education Academy (HEA) or obtain Qualified Teacher Learning and Skills Status (QTLS)/Advanced Teacher Status (ATS), as appropriate.</p> <p><b>General:</b></p> <p>25. Engage in meaningful professional development and updating relevant to the University and School objectives.</p> <p>26. Participate fully in team/Department/School meetings and planning activities; prepared to take a leading role.</p> <p>27. Participate fully in annual review and other University processes; engage in the review process as a Reviewer as nominated by the Head of Department.</p> <p>28. Demonstrate a commitment to promoting the principles of Equality and Diversity.</p> <p>29. Duty of care in respect of Health and Safety of self and others.</p> <p>30. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>31. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>32. Any other duties commensurate with the nature and grade of the post.</p>
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\*The above does not represent an exhaustive list of duties associated with this role.

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**PERSON SPECIFICATION**

<b>Post:</b>	Senior Lecturer in Events	<b>Weighted criteria</b>
<b>Experience:</b>		
1	Teaching experience within HE with evidence of successful student learning outcomes.	X
2	Credible experience within industry (Events or similar) to apply to Learning and Teaching.	X
3	Lead/contribute to the development of new programmes/approaches to Learning and Teaching.	X
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5		
<b>Skills &amp; Abilities:</b>		
6	Ability to teach subject/discipline areas relevant to the programmes within the department.	X
7	Effective oral and written communication skills in both individual and group situations; ability to relate to students with diverse backgrounds, ages and experiences.	
8	Suitable level of proficiency in ICT and understanding of its application to Learning and Teaching.	
9	High level of organisation and administrative skills.	
10	Ability to work independently, to take the initiative, and to innovate in Learning and Teaching; ability to lead, and work as a member of a team.	
<b>Education &amp; Qualifications:</b>		
11	Postgraduate level qualification OR professional qualification/experience commensurate with the level of teaching.	
12	Recognised teaching qualification or willingness to obtain.	
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<b>Training &amp; Professional Development:</b>		
16	Evidence of relevant continual professional development.	
17	HEA membership or willingness to work towards.	
18	Development of successful internal and external networks to enhance the student learning experience/secure opportunities for the development of the School/Department/University.	
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<b>Other:</b>		
21	Flexible approach to work; willingness to undertake academic activities in the evening when necessary, and participate in occasional weekend activities such as recruitment days.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Commitment to delivering high quality services to students.	

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24	Adherence to the relevant regulations of the University and appropriate professional bodies, if applicable.	
25	Understanding of the key performance indicators relating to programme performance.	

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