

ACADEMIC PROFILE

TEACHING & SCHOLARSHIP LEVEL 3

ROLE PURPOSE

To develop scholarly knowledge of and to provide appropriate teaching to students within own area of expertise.

PRINCIPAL DUTIES

1 Responsible for the design and delivery of own modules of study, including academic content, teaching materials, assessment and feedback to students

2 Develop teaching methods to meet student and academic requirements

3 Responsible for the pastoral care of students where appropriate

4 Develop scholarly knowledge of own subject area

5 Develop and participate in external networks to contribute to student recruitment, student placements, consultancy work etc.

6 Work as part of a teaching team on one or more degree schemes and co-ordinate work of colleagues as required

ACTIVITIES	EXAMPLES OF ROLE REQUIREMENTS
1 Communication	Develop and produce learning materials and disseminate the results of scholarly activity. Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media.
2 Teamwork and motivation	Act as a responsible team member, leading where agreed and develop productive working relationships with other members of staff Co-ordinate the work of colleagues to identify and respond to student needs
3 Liaison and networking	Participate in and develop external networks, for example to contribute to student recruitment, secure student placements,

	facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.
4 Service delivery	<p>Identify areas where current provision is in need of revision or improvement.</p> <p>Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.</p>
5 Decision making P and O	<p>Sole responsibility for the design and delivery of own modules and assessment methods.</p> <p>Collaborate with colleagues on the implementation of assessment procedures.</p> <p>Advise others on strategic issues such as student recruitment and marketing.</p> <p>Contribute to the accreditation of courses and quality control processes.</p>
6 Planning and organising resources	<p>Depending on the area of work, could be expected to supervise the work of others.</p> <p>Co-ordinate the work of others to ensure modules are delivered to the standards required.</p> <p>As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.</p> <p>Manage projects relating to own area of work and the organisation of external activities such as placements and field trips.</p> <p>Be responsible for administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress and student attendance.</p>
7 Initiative and problem solving	<p>Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities.</p> <p>Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.</p> <p>Develop ideas for generating income and promoting the subject.</p> <p>Develop ideas and find ways of disseminating and applying the result of scholarship.</p>
8 Analysis and research	<p>Engage in subject, professional and pedagogy research as required to support teaching activities.</p> <p>Identify sources of funding and contribute to the process of securing funds for own scholarly activities.</p>

9 Sensory and physical demands	Balance the pressures of teaching and administrative demands and competing deadlines.
10 Work environment	Depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.
11 Pastoral care and welfare	Act as a module tutor. Be responsible for the pastoral care of students within a specified area.
12 Team development	Mentor colleagues with less experience and advise on personal development
13 Teaching and learning support	Design teaching material and deliver either across a range of modules or within a subject area. Use appropriate teaching, learning support and assessment methods. Contribute to the planning, design and development of objectives and material. Set, mark and assess work and examinations and provide feedback to students. Supervise student projects, field work and , where appropriate, placements
14 Knowledge and experience	Possess sufficient breadth or depth of knowledge in the discipline to develop teaching programmes and the provision of learning support Use a range of delivery techniques to enthuse and engage students