



Job Description

POST TITLE: Senior Lecturer - BA (Hons) Filmmaking

REPORTING TO: Course Leader

MAIN PURPOSE OF THE POST

To be a module leader, delivering teaching on-campus and undertaking assessment, devising appropriate plans and schemes of work accordingly. To be responsible for the quality assurance and enhancement of the learning experiences within the designated modules and subject field.

MAIN DUTIES:

1. To teach an annually agreed timetable as specified in the University's current Management Guidelines and the Framework for Lecturing Posts.
2. To develop curriculum and deliver high-quality learning in a variety of settings using a variety of methods, preparing project briefs and schemes of work that are comprehensive and prepared in accordance with the University specification whilst ensuring they meet the needs of a diverse range of students.
3. To assess student work and provide high quality feedback both formative and summative according to the University's framework. To act as a moderator or second marker where required.
4. To have responsibility for the leadership and management of designated modules in liaison with the Course Leader. This includes responsibility for academic quality management and the arrangements for assessment, communicating information to students, liaison with the managers of any linked resources, module evaluation and review. It also involves responding to student feedback and external examiner input and acting in accordance with University Ethics and Health and Safety processes, ensuring student projects are achievable and safe (including risk assessment).
5. To undertake allocated non-teaching responsibilities on strategic themes that support the development of the course. These may include:
 - Successful student transition into and through the course
 - Academic and professional writing skills
 - Addressing the impact of digital on careers in the subject area
 - Progression into employment (transferable skills, industry liaison and placements)
 - Development of on-line courses
6. Ensuring that University procedures around students, student support and course management are followed. This may include:

- Liaising with feeder courses including internal courses and attending open days and events as required; participating in recruitment activities
 - To organise, monitor and take part in tutoring arrangements in line with University procedures. This may include disciplining students for academic and behavioural reasons following procedures and monitoring students' welfare, making referrals where necessary
 - Ensuring where necessary student induction processes are followed according to University procedures and guidelines, and ensuring that academic regulations are explained and understood
7. Where appropriate to undertake research where the activity has been approved in accordance with University procedures.
 8. Participating within the University's Quality Assurance processes and procedures. Such activities include:
 - Active participation in peer review
 - Attending and contributing to team meetings
 - Carrying out Module Reviews
 - Contributing to Annual Course Evaluations (ACE)
 - Responding to student feedback
 9. To identify opportunities to enhance the quality of learning opportunities, evaluating changes and, where they have been effective, disseminating them.
 10. Ensuring adherence and that students adhere to the University's Health and Safety policies and procedures including undertaking risk assessments as required.

Other

11. Complying with all relevant University policies and procedures, and in particular to actively support and promote the University's equality, diversity and inclusion policies and their implementation.
12. In the context of University and personal development to carry out any other duties that are commensurate with the post as directed by the line manager
13. Actively promoting the University's international agenda through an inclusive curricula and supporting international students.
14. To actively support and engage with all aspects of the Sustainability Framework to assist in establishing the University as a sustainability leader.

Person Specification

Criteria	Essential or Desirable	Assessment method
Qualifications		
A BA degree in a relevant area.	Essential	Application form/Certificate
A Master's degree in a relevant area or willing to obtain it within a period of 2 years.	Essential	Application form/Certificate
A Doctorate or studying towards one.	Desirable	Application Form/Certificate
A Post Graduate teaching qualification or willingness to achieve one within 3 years.	Essential	Application Form/Certificate
Skills/Knowledge		
Extensive knowledge and expertise in the subject area as an active practitioner or educator.	Essential	Application Form/Interview
Good verbal and written communication skills.	Essential	Application Form (Written) /Interview (Verbal)
Excellent pastoral or coaching skills.	Essential	Application Form/Interview
Proven administrative and organisational skills.	Essential	Application Form/Interview
Demonstrable skills in using software for organisational and management purposes. MS office (inc. Excel for the management and analysis of data).	Essential	Application Form/Interview
Experience		
Relevant teaching experience at HE level, including curriculum planning, administration, tracking student progress, and assessment.	Essential	Application Form/Interview
Evidence of recent and relevant practice-based research / enterprise activity.	Desirable	Application Form/Interview
Personal Qualities		
Understanding of equality and diversity in relation to academic content and issues relating to student need.	Essential	Application Form/Interview

This job description serves as a guide to the duties of the role and may be reviewed on an ongoing basis.