



Job Description

POST TITLE: Lecturer (Lecturer Pool) - BA (Hons) Creative Writing

REPORTING TO: Course Leader

MAIN PURPOSE OF THE POST

To provide teaching as appropriate across our provision delivering schemes of work accordingly.

MAIN DUTIES:

1. To undertake teaching to an agreed timetable/framework as required for each assignment;
2. To provide and deliver a high-quality learning experience to students on the course(s) on which you are teaching in a variety of settings using a variety of methods, ensuring that the scheme of work is comprehensive;
3. Where appropriate to assess student work and provide high quality feedback both formative and summative according to the University's framework.
4. Where appropriate assist in developing curricular such that it meets the needs of a diverse range of students including international students as required;
5. To ensure that University procedures around students are followed and referred to the Course Leader;
6. To ensure where necessary student induction processes are followed according to procedures and guidelines, in collaboration with the course team;
7. To participate in the University's Quality Assessment processes and procedures.
8. To adhere to and actively support the University's Health and Safety policy and procedures.

Other

1. To comply with all University policies and procedures.
2. In the context of the University and personal development to carry out any other duties that are commensurate with the post as directed by the line manager
3. Promoting the University's commitment to Internationalisation.
4. 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	Method of assessment
Qualifications		
A degree in a relevant area.	Essential	Certificate
A Master's degree or studying towards one.	Desirable	Application Form
Skills/Knowledge		
Knowledge and expertise in Creative Writing as a contemporary practitioner, industry professional or educator.	Essential	Application Form/Interview
Good verbal and written communication skills.	Essential	Application Form/Interview
Excellent administrative, organising and prioritising skills.	Essential	Application Form/Interview
Relevant IT skills which will enable you to undertake this role.	Essential	Application Form/Interview
Experience		
Relevant teaching experience, including curriculum planning, tracking student progress, pastoral support and assessment.	Desirable	Application Form/Interview
Experience of administration duties with relevant transferable skills.	Essential	Application Form/Interview
Knowledge / experience of a discipline in an international context.	Desirable	Application Form
Evidence of recent and relevant practice based research / enterprise activity.	Desirable	Application Form

This job description may be reviewed on an annual basis.