### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Lecturer (Teaching-Focused) in Physical Geography (Fixed Term)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Geography</td>
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<tr>
<td>Job type</td>
<td>Academic</td>
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<td>Grade:</td>
<td>8</td>
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<td>Accountable to:</td>
<td>Head of Department</td>
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#### Purpose of the Post

Lecturers (Teaching-Focused) are expected to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of their teaching. They will also participate in departmental administration as requested by the Head of Department. Role holders will be expected to demonstrate up-to-date scholarship in line with the research-informed teaching in their department, relevant academic literature in their field, and pedagogic research. They will be encouraged to engage with the wider research culture of the Department and College, particularly the Centre for Quaternary Research.

#### Key Tasks

The key objectives and principal accountabilities for a Lecturer (Teaching Focused) are as follows:

1. To design, deliver and assess high-quality teaching programmes including, where appropriate, delivery by distance learning.
2. To demonstrate and promote a high level of pedagogic and disciplinary scholarship, commensurate with the strategy and reputation of the department and the College.
3. To undertake teaching initiatives and other development work around teaching, learning and assessment.
4. To play a significant role in departmental, Faculty and College activities including departmental administrative duties as required.
5. To play a role in external engagement and impact by contributing to professional bodies, learned societies, College partnerships, opportunities for student placement and employment, and other relevant institutions and groups, as appropriate.
Main Contacts

Main contacts are students, other members of academic and administrative staff within the department and College, teachers in the field in other institutions, professional bodies and learned societies, and where relevant other professional or industrial contacts.

Duties and Responsibilities of the Post

1. Teaching, Learning and Student Support

1.1. Design and deliver high-quality undergraduate teaching through lectures and seminars (particularly Year 3 Mammals in a Changing World and Year 2 Biogeography), tutorials (Year 1 Physical Geography tutorials), and fieldwork (Year 2 Sicily fieldtrip). Design and deliver high-quality teaching and dissertation supervision on the MSc in Quaternary Science.

1.2. Design and deliver sound and, where appropriate, innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate. Develop the ability of students to engage in critical discourse, articulate self-expression and reasoned argument.

1.3. Plan and deliver high-quality teaching and feedback using a range of techniques to inspire and engage students.

1.4. Identify learning needs of students and define appropriate learning objectives.

1.5. Design and develop teaching materials, independently or in collaboration as required.

1.6. Supervise the work of students, including dissertations and field trips where appropriate.

1.7. Undertake and complete administrative duties required in the professional delivery of teaching.

1.8. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.

1.9. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.10. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

1.11. Engage with up-to-date literature and expertise in their professional field.

1.12. Engage in teaching initiatives, whether internally or externally.

1.13. Engage in continuous professional development within and / or outside the College.
1.14. Develop and engage with professional values linked to respect for diverse learners, widening access, evidence-based approaches and acknowledgment of the broader context of higher education.

2. Leadership, Enhancement, External Engagement and Impact

2.1. Attend and contribute to departmental, Faculty and College meetings, as required.

2.2. Participate in undergraduate and postgraduate recruitment, where required.

2.3. Take on roles related to the management of teaching in the department, and/or participate in department, Faculty or College working groups or Committees, as required.

2.4. Engage in departmental activities such as attendance at open days or departmental applicant visit days.

2.5. Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.

2.6. Participate in external networks, for example contributing to student recruitment, being active in learned societies and/or professional bodies, securing student placements, marketing the institution, facilitating outreach work.

3. Undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.