



JOB DESCRIPTION

Job Title:	Lecturer/ Senior Lecturer (Teaching Focused) in Accounting/ Financial Management
Department / Unit:	School of Management
Grade:	RHUL 9
Accountable to:	Head of School
Purpose of the Post	
<p>Senior Lecturers (Teaching Focused) are expected to show academic leadership. They take full responsibility for the design, management and delivery of their teaching. The post-holder will also participate in departmental administration as requested by the Head of School, and Faculty/College activity when appropriate. Role holders will be expected to demonstrate up-to-date scholarship in line with the research-informed teaching in the School of Management, relevant academic literature in their field, and pedagogic research. They may publish work on pedagogy, and/or contribute to national and international policy, or the work of other organisations relevant to post-compulsory Education.</p> <p>The key objectives and principal accountabilities for the Senior Lecturer (Teaching Focused) are as follows:</p> <ul style="list-style-type: none"> • To design, deliver and assess high quality teaching in the form of courses and programmes, including, where appropriate, delivery by distance or other forms of flexible or off-campus learning – including delivery overseas. • To demonstrate and promote a high level of pedagogic and disciplinary scholarship, commensurate with the strategy and reputation of the School and the College. • To undertake teaching initiatives (which could include pedagogic research) and other development work and to disseminate the outcomes of this both in the college and outside. • To play a significant, and where appropriate leading role in School, Faculty and College activities, including administrative duties as required. • To play a key role in external engagement and impact by contributing to professional bodies, learned societies, College partnerships, national or international bodies, opportunities for student placement and employment, and other relevant institutions and groups. 	

Key Tasks

Duties and Responsibilities of the Post

Teaching, Learning and Student Support

- Design and deliver high quality teaching through lectures, tutorials, supervisions, practicals and seminars, as appropriate. This may include delivery by distance learning and overseas delivery.
- 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 and reasoned argument.
- Plan and deliver high quality teaching and feedback using a range of techniques to inspire and engage students.
- Identify learning needs of students and define appropriate learning objectives.
- Design and develop teaching materials, independently or in collaboration as required.
- Supervise the work of students, including field trips / placements where appropriate.
- Undertake and complete administrative duties required in the professional delivery of teaching, taking a leadership role where appropriate.
- Set, mark and assess course work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- Undertake and, when appropriate, lead on arrangements for Personal Advisor and Academic Tutor duties, and/or provide first-line support for sensitive issues, referring on as necessary to services providing further assistance.
- Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- Engage with up to date literature and expertise in their academic and/or professional field.
- Engage in funded and unfunded teaching initiatives (which could include pedagogic research) and disseminate the outcomes in a variety of modes, including inside the college as well as outside.
- Engage in continuous professional development within and/ or outside the College.
- 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.

Leadership, Enhancement, External Engagement and Impact

- Attend and contribute to School, Faculty and College meetings, where appropriate in a leadership role.
- Lead or participate in undergraduate and postgraduate recruitment, where required.
- Take on senior roles related to the management of teaching in the department, and/or participate in School, Faculty or College working groups or Committees, as required.

- Lead or engage as appropriate in School activities such as attendance at open days or Applicant Visit Days.
- Advise and provide support to less experienced colleagues.
- Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- Participate and where appropriate lead external networks, for example on student recruitment, be active in learned societies and/or professional bodies, undertake external examining or work with exam boards secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

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.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Students, other members of academic and administrative staff within the School, Faculty and College including senior figures, senior figures and teachers in the field in other institutions, professional bodies and learned societies, and where relevant other professional or industrial contacts.