

JOB DESCRIPTION

Job Title:	Lecturer
Department / Unit:	School of Law
Job type	Lecturer (Teaching Focused)
Grade:	8
Accountable to:	Head of Department of Law
Accountable for:	Teaching, scholarship, management and administration duties in the School of Law
Purpose of the Post	
Lecturers (Teaching Focused) 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. Lecturers (Teaching Focused) undertake scholarship both to develop their subjects and to ensure currency in their teaching in line with the research strategy of the School of Law. They will have a personal research plan and make a positive contribution to the School's research environment. Key objectives and Accountabilities 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 or 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.	
Key Tasks	

1. Education

- a. Design and deliver high quality teaching across a range of programmes/ modules to all levels of undergraduate and postgraduate students through lectures, tutorials, supervisions, practicals and seminars, as appropriate. This may include delivery by distance learning.
- b. 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.
- c. Plan and deliver high quality teaching and feedback using a range of techniques to inspire and engage students.
- d. Identify learning needs of students and define appropriate learning objectives.
- e. Design and develop teaching materials, independently or in collaboration as required.
- f. Supervise the work of students, including field trips / placements where appropriate.
- g. Undertake and complete administrative duties required in the professional delivery of teaching.
- h. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- i. Undertake Personal Advisor and Academic Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- j. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- k. Engage with up to date literature and expertise in their professional field.
- l. Engage in teaching initiatives, whether internally or externally
- m. Engage in continuous professional development within and/ or outside the College.
- n. 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

- a. Attend and contribute to departmental, Faculty and College meetings.
- b. Participate in undergraduate and postgraduate recruitment, where required.
- c. 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.
- d. Engage in departmental activities such as attendance at open days or departmental UCAS days.
- e. Advise and provide support to less experienced colleagues.
- f. Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- g. Participate in external networks, for example to contribute to student recruitment, be active in learned societies and/or professional bodies, undertake external examining, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

3. Scholarship

- a. Develop a high level of contributions to the discipline with outputs appropriate to the subject.
- b. Maintain an active personal research plan consistent with the School of Law research strategy.
- c. Make a positive contribution to appropriate research groupings and centres.
- d. Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- e. Present at conferences and/or exhibit work at other appropriate events.
- f. Supervise research students in line with disciplinary norms.
- g. Develop links with external contacts to foster collaboration and generate income.
- h. Contribute to peer assessment.

Other Duties

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

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

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 staff within the School and College;
- Academics of similar standing in the field in other institutions.