JOB DESCRIPTION

Job Title: Lecturer (teaching focussed) in Biomedical Sciences

Department / Unit: Biological Sciences

Grade: RHUL 8

Accountable to: Head of Department

Accountable for: n/a

Purpose of the Post

This post will contribute a significant amount of teaching at undergraduate level within the area of Biomedical Sciences. The particular focus is in the area of physiology (both human and animal), but an interest in teaching around pathology, cell biology, medical genetics or biomedical statistics is also desirable.

Lecturers (Teaching focussed) 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, and to contribute at School level as required. We encourage the development of innovative teaching methods to enhance student performance and engagement. Our teaching is research informed: role holders are expected to have up-to-date knowledge of relevant academic literature in their field, and pedagogic research. They may publish work on pedagogy, and/or contribute to national and international policy on education.

Key objectives and accountabilities

1. To design, deliver and assess high quality teaching programmes, including developing initiatives to improve teaching, learning and assessment.

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 play a significant role in departmental, School and College activities including administrative duties as required.

4. 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, administrative and technical staff within the department, School and College, teachers in the field in other institutions, professional bodies and learned societies, and where relevant other professional, clinical or industrial contacts.

Duties and Responsibilities of the Post

1. **Education**
   - Design and deliver high quality and engaging teaching across a range of programmes/ modules to all levels of undergraduate and postgraduate students through lectures, tutorials, supervisions, practicals and seminars, as appropriate.
   - Design and deliver sound and where appropriate innovative approaches to the learning experience for students with the intention of developing students’ knowledge and understanding, promoting transferable skills and aiding students’ development for future study or employment.
   - Inspire students to succeed and develop the ability of students to engage in critical discourse, articulate self-expression and reasoned argument. Identify learning needs of students and define appropriate learning objectives.
   - Design and develop teaching and learning materials, independently or in collaboration as required.
   - Supervise the work of students, including external visits / placements where appropriate.
   - Undertake and complete administrative duties required in the professional delivery of teaching.
   - Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
   - Undertake duties as Personal Tutor to students, to provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
   - Adopt an approachable, accessible and supportive attitude towards students, offering office hours, academic advice etc.
   - Engage with up to date literature and expertise in their professional field.
   - Engage in and develop teaching initiatives, whether internally or externally.
   - Engage in continuous professional development within and/or outside the College.
   - Develop and engage with professional values linked to respect for equality and diversity, widening access, evidence based approaches and acknowledgment of the broader context of higher education.

2. **Leadership, Enhancement, External Engagement and Impact**
   - Participate in the development of new modules or programmes, as required.
   - Attend and contribute to departmental, School and College meetings.
   - Participate in undergraduate and postgraduate recruitment, where required.
   - Take on roles related to the management of teaching in the department, and/or participate in department, School or College working groups or Committees, as required.
   - Engage in departmental 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 in external networks, for example to contribute to student recruitment, develop clinical or industrial links, 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. Departmental Requirements
- Participate in the team for undergraduate admissions, including helping at open days and applicant visit days.
- Undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post. The above list of duties may be adjusted in the light of the expertise of the appointed candidate. 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.

Other Duties

The above list of duties may be adjusted in the light of the expertise of the appointed candidate. 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:

Internal: Colleagues in the department, School and the College, within academic, administrative and technical areas. Such colleagues will include: the Head of Department, Departmental Education and Programme Leads, Research Leads, Director of Education, Director of Research, Directors of Graduate Studies, Director of Student Experience, Department Senior Tutor, Exams Officer, School Manager, Head of School, members of the Senior Management Team and members of department and College Professional Services Teams.

External: National and international research colleagues and networks; schools and other educational stakeholders, staff at local hospitals, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate, and Research Councils.