### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Lecturer Business Students’ Learning Development (Teaching Focused)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>School of Business and Management</td>
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<tr>
<td>Job type</td>
<td>Senior Lecturer (teaching focused)</td>
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<td>Grade:</td>
<td>9</td>
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<tr>
<td>Accountable to:</td>
<td>Head of School; Heads of Departments</td>
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</tbody>
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#### Purpose of the Post
The primary aim of the role is to improve the overall student academic performance. This will be achieved by providing timely, relevant and effective student support to help students reach their full potential in a flexible learning environment. The post holder is expected to identify and communicate best education practice and lead improvement opportunities which have the potential to further enhance the student experience.

#### Key Tasks

**Teaching and Learning Support**

- To design and deliver innovative approaches to education, working with the Directors of Education as appropriate to create a successful learning environment for students.
- Identify and evaluate the educational needs of our large diverse cohorts of students from different education backgrounds and mixed abilities, and provide focused support to address these needs creating an inclusive learning environment.
- Identify any specific academic issues / challenges amongst the student body and communicate these to relevant academic leaders to be addressed across the School of Business and Management.
- Collaborate with the Centre for Development of Academic Skills to design and develop meaningful and effective activities to improve student academic performance and to reduce awarding gaps.
- To lead in the expansion of curriculum options, working with others to ensure implementation as applicable.
- Monitor student progress, provide academic support, including advice on study skills, as required.
Leadership, Enhancement, External Engagement and Impact

- To play a full and active part in the administration of the department and school and their external promotion.
- To attend and actively contribute to departmental, school and College meetings as appropriate.
- To contribute to strategic planning processes at departmental and school level, and, if required, at College level.
- To lead, advise and provide support to less experienced colleagues, taking on the role of mentor as appropriate.
- To engage in and maintain continuous professional development.

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:

**Internal**: Colleagues in the department, school and College. Such colleagues will include: the Head of Department, Director of Teaching, Director of Research, Directors of Graduate Studies (Research and Taught), Director of Student Experience, UG & PG Departmental Leads, Exams Officer, School Manager, Head of School, members of the Senior Management Team and members of department and College Professional Services Teams

**External**: Schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate. To play a key role in external engagement by contributing to professional bodies, learned societies, College partnerships, national or international bodies, opportunities