

## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer
<b>Department / Unit:</b>	Music
<b>Job type</b>	Academic
<b>Grade:</b>	8
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
To teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of teaching. The postholder will undertake research in line with their departmental research strategy, leading to a growing reputation in their fields of expertise. They will also be required to contribute to the academic administration of the department.	
<b>Key Tasks</b>	
<b>Teaching</b> <ul style="list-style-type: none"> <li>To design and deliver high quality teaching programmes and/or courses, utilising own expertise and research to inform design and delivery.</li> <li>To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students.</li> <li>To ensure the design and delivery of teaching meets the needs of students and working with others to identify future training needs.</li> <li>To undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for development.</li> <li>To act as personal tutor ensuring appropriate support and advice is provided.</li> <li>To actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable.</li> <li>To contribute to other areas of teaching as directed by the Head of Department in response to departmental need.</li> </ul>	
<b>Research</b> <ul style="list-style-type: none"> <li>To develop research objectives and proposals resulting in the publication of research outputs, suitable for REF inclusion.</li> <li>To develop and submit research funding proposals to appropriate funding bodies, working with colleagues where appropriate.</li> <li>To enhance the departmental teaching/educational agenda through application of research expertise into teaching/curriculum development and delivery.</li> </ul>	

- To effectively present research findings to a wide range of stakeholders both internal and external to the College through conferences, review meetings and other options as appropriate.
- To undertake and contribute to peer assessment as appropriate.
- To supervise PhD studentships as requested.

#### **Leadership, Enhancement, External Engagement and Impact**

- To play a full and active part in the administration of the department and its external promotion.
- To attend and actively contribute to departmental and College meetings as appropriate.
- To assist with student recruitment.
- To participate with departmental or College working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to College strategic planning processes.
- To advise and provide support to less experience colleagues.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To develop networks both internal and external to the College to develop research and teaching profile and funding opportunities individually and for the department, College and field of research i.e. educational bodies, specific research networks, professional bodies
- To engage 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 and the 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, 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, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate, and Research Councils.

**ROYAL HOLLOWAY**  
University of London

**PERSON SPECIFICATION FORM**

**POST TITLE:** Lecturer

**DEPARTMENT:**

**POST REFERENCE:**

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
<b>QUALIFICATIONS AND TRAINING</b>		
Doctorate in relevant field (or near to completion)	E/D	Application Form
Experience of high-quality teaching practice at undergraduate and/or postgraduate level in the department's disciplinary area.	E	Application Form/Interview
Engagement in teaching initiatives and conversancy with pedagogic research relevant to their discipline or subject.	E	Application Form/Interview
Demonstrable high levels of scholarship and understanding of the current demands and trajectory of the discipline.	E	Application Form/Interview
A commitment to continuous professional development in relation to teaching, learning and assessment.	E	Application Form/Interview
A commitment to and understanding of relevant professional values.	E	Application Form/Interview/Presentation
Possession of a recognised teaching qualification	D	Application Form/Interview
<b>SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE</b>		
Interest in engaging UG/PGT students in research	E	Presentation/Interview
Potential to complement and extend teaching within our UG & PGT curriculum	E	Application Form/Interview
Interest in enhancing student experience	E	Presentation/Interview
Experience of managing own teaching, administrative and other relevant activities.	E	Presentation/Interview
Experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	E	Presentation/Interview
Successful development of relationships with external individuals and agencies.	E	Presentation/Interview
Experience of bidding, planning for and organising initiatives that are based on learning, teaching and assessment.	E	Presentation/Interview
<b>PERSONAL AND INTERPERSONAL QUALITIES</b>		
Successful development of relationships with external individuals and agencies.	E	Interview
Experience of effective teamworking.	E	Interview
Excellent interpersonal skills, with the proven ability to teach and engage with students using a variety of different methods.	E	Interview
Excellent communication and presentation skills.	E	Presentation/Interview

Commitment to the aims, objectives and broader activities within the department	E	Presentation/Interview
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