# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Lecturer (Teaching Focus)</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>SIBE</td>
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<tr>
<td>Job type</td>
<td>Academic</td>
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<tr>
<td>Grade:</td>
<td>8</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Department</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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## Purpose of the Post

To teach and supervise at undergraduate and postgraduate level, taking full responsibility for the management and delivery of teaching. Post holders will be expected to demonstrate up-to-date scholarship in line with the research-informed context teaching in their department, relevant academic literature in their field, and pedagogic research.

## Key Tasks

### Teaching
- To design and deliver high-quality teaching through lectures and seminars, tutorials, and fieldwork. Design and deliver high-quality seminar and workshop teaching and dissertation supervision.
- To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students.
- To ensure the design and delivery of teaching meets the needs of students and working with others to identify future training needs.
- To engage with up-to-date literature and expertise in their professional field.
- To engage in teaching initiatives, whether internally or externally.
- Challenge students’ thinking and foster debates to develop the ability of students to engage in critical discourse and rational thinking.
- 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.
- To act as personal tutor ensuring appropriate support and advice is provided.
- To contribute to other areas of teaching as directed by the Head of Department in response to departmental need.

### 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 participate with departmental or College working groups as required.
- To advise and provide support to less experienced colleagues.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To participate in external networks, for example to contribute to student recruitment, be active in learned societies and/or professional bodies, market the institution, facilitate outreach work, or build relationships for future activities.
- 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, school and the College. Such colleagues will include: the Head of Department, Vice Deans, Course Directors, Director of Student Experience, Exams Officer, School Manager, Executive Dean, members of the Senior Management Team/Leadership Forum and members of school 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 role in external engagement by contributing to professional bodies, learned societies, College partnerships, national or international bodies, opportunities for student placement and employment.