



JOB DESCRIPTION

Job Title:	Lecturer in Social Work
Department / Unit:	Department of Law and Criminology
Job type	Academic
Grade:	RHUL 8
Accountable to:	Head of Department
Accountable for:	N/A
Purpose of the Post	
<p>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 and associated impact development in line with their departmental research and knowledge exchange 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.</p>	
Key Tasks	
<p>Teaching</p> <ul style="list-style-type: none"> • Teach undergraduate and postgraduate lectures and or courses as agreed with the Head of Department. • Challenge students' thinking and foster debates to develop the ability of students to engage in critical discourse and rational thinking. • Dependent on nature of engagement, plan, lecture and assist students in workshops and laboratory classes as appropriate. Also, lead on course organisation as required. • Lead on projects or activities as required e.g. field trips. • If engaged to lead a Course unit, design and implement assessment methods of students, examinations and course work and providing feedback. Mark own course work and second-mark the courses of others. 	
<p>Research</p> <ul style="list-style-type: none"> • To develop research objectives and proposals resulting in the publication of high quality research outputs, suitable for REF inclusion. • To conduct individual and collaborative research projects. • To develop and submit research funding proposals to appropriate funding bodies, working with colleagues where appropriate, and to manage research projects. • To enhance the departmental teaching/educational agenda through application of research expertise into teaching/curriculum development and delivery. 	

- 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 and other research students 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 align research outputs with impact and innovation generation activities.
 - 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.

- Administration and Management**
- Ensure effective learning environments and approaches to student support and guidance.
 - Engage with up to date literature or expertise in their professional field, as relevant to their teaching responsibilities.
 - Undertake related administrative functions, including examining. Dependent on engagement act as a unit or programme convenor.

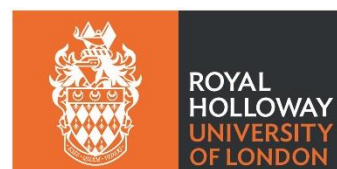
Other Duties

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 their 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: Students, other members of staff within the school/department and College, academics in other institutions and, where relevant, industrial or professional contacts



**ROYAL HOLLOWAY
University of London**

PERSON SPECIFICATION FORM

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate

Job Title: Lecturer in Social Work

School: Law and Social Sciences

	Essential	Desirable	Tested by Application form, Interview, Test
Knowledge, Education, Qualifications and Training			
Educated to Master's / higher degree level (or equivalent) in a relevant subject.	X		Application form
Educated to PhD level in relevant field		X	Application form
A recognised teaching qualification/training in either FE or HE teaching or evidence of working towards such a qualification		X	Application form
Skills and/or Abilities			
Ability to communicate complex concepts and ideas in an understandable, empathetic, dynamic and flexible way	X		Application Form/Interview
Ability to think on one's feet and adapt delivery in response to student needs, prior knowledge / educational experiences and varied learning preferences	X		Application Form/Interview
Ability to use a range of media including computer software such as Powerpoint, Mentimeter and virtual learning environments to facilitate learning	X		Application Form/Interview

Ability to motivate and inspire students to engage in academic study and fulfil their academic potential	X		Application Form/Interview
Strong commitment to enabling students from a diverse range of backgrounds, educational experiences and attainment levels to flourish	X		Application Form/Interview
To work collaboratively and independently as required	X		Application Form/Interview
Approachability and an empathy with students from a diverse range of backgrounds	X		Application Form/Interview
Ability to undertake some administrative tasks	X		Application Form/Interview
Experience			
Experience of high-quality teaching at undergraduate and postgraduate level	X		Application Form/Interview
Experience of managing own teaching and administrative activities	X		Application Form/Interview
Experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	X		Application Form/Interview
Other requirements			
A commitment to continuous personal development.	X		Application Form/Interview