



JOB DESCRIPTION

Job Title:	Lecturer in Criminology (Teaching Focus)
Department / Unit:	School of Law and Social Sciences/Department of Law and Criminology
Job type	Academic; fixed term (12 Months), Part-Time 0.6 FTE
Grade:	RHUL 8
Accountable to:	Head of Department
Accountable for:	Teaching, scholarship, management and administration duties in the Department of Law and Criminology
Purpose of the Post	
<p>Lecturers (Teaching Focus) 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. Lecturers (Teaching Focus) undertake scholarship both to develop their subjects and to ensure currency in their teaching in line with the education strategy of the School of Law and Social Sciences. They will have a personal scholarship plan and make a positive contribution to the School's education environment.</p> <p>Key objectives and Accountabilities</p> <ol style="list-style-type: none"> 1. To design, deliver and assess high quality teaching programmes, including where appropriate, delivery by distance learning. 2. To demonstrate and promote a high level of pedagogic or disciplinary scholarship, commensurate with the strategy and reputation of the department and the University. 3. To undertake teaching initiatives and other development work around teaching, learning and assessment. 4. To play a significant role in departmental, School and University activities including departmental administrative duties as required. 5. To play a role in external engagement and impact by contributing to professional bodies, learned societies, University partnerships, opportunities for student placement and employment, and other relevant institutions and groups, as appropriate. 	

Key Tasks

1. Education

- a. Design and deliver high quality teaching across a range of courses/ modules to all levels of undergraduate and postgraduate students through lectures, tutorials, supervisions, practicals and seminars, as appropriate. This may include delivery by distance learning.
- b. Design and deliver sound, and where appropriate innovative, approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate. Develop the ability of students to engage in critical discourse, articulate self-expression and reasoned argument.
- c. Plan and deliver high quality teaching and feedback using a range of techniques to inspire and engage students.
- d. Identify learning needs of students and define appropriate learning objectives.
- e. Design and develop teaching materials, independently or in collaboration as required.
- f. Supervise the work of students, including field trips / placements where appropriate.
- g. Undertake and complete administrative duties required in the professional delivery of teaching.
- h. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- i. Undertake Personal Advisor and Academic Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- j. Adopt an approachable and accessible attitude towards students, offering tutorial support, office hours, informal advice etc.
- k. Engage with up to date literature and expertise in their professional field.
- l. Engage in teaching initiatives, whether internally or externally.
- m. Engage in continuous professional development within and/ or outside the University.
- n. Develop and engage with professional values linked to respect for diverse learners, widening access, evidence based approaches and acknowledgment of the broader context of higher education.

2. Leadership, Enhancement, External Engagement and Impact

- a. Attend and contribute to departmental, Faculty and University meetings.
- b. Participate in undergraduate and postgraduate recruitment, where required.
- c. Take on roles related to the management of teaching in the department, and/or participate in department, Faculty or University working groups or Committees, as required.
- d. Engage in departmental activities such as attendance at open days or departmental UCAS days.
- e. Advise and provide support to less experienced colleagues.
- f. Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- g. Participate in external networks, for example to contribute to student recruitment, 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. Scholarship

- a. Develop a high level of contributions to the discipline with outputs appropriate to the subject.
- b. Maintain an active personal research plan consistent with the School of Law and Social Sciences research strategy.
- c. Make a positive contribution to appropriate research groupings and centres.
- d. Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- e. Present at conferences and/or exhibit work at other appropriate events.
- f. Supervise research students in line with disciplinary norms.
- g. Develop links with external contacts to foster collaboration and generate income.
- h. Contribute to peer assessment.

Other Duties

4. Undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post.

As the needs of the University change so the above job profile, duties and location of the role within the University 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:

- Students;
- Other members of staff within the School and University;
- Academics of similar standing in the field in other institutions.

PERSON SPECIFICATION

Job Title: Lecturer in Criminology and Sociology (Teaching Focus). Fixed Term, 12 months. Part-time 0.6 FTE.

Department of Law and Criminology

Criteria	Essential (E) or Desirable (D)	Tested by Application Form, Interview, Test, Presentation, etc
Qualifications and Training		
Doctorate in relevant field (<i>or near to completion - it is expected that the appointee will have their PhD awarded within 4 months of the start date</i>) or equivalent	E	Application form
Evidence of high-quality teaching practice and continuous professional development at undergraduate and/or postgraduate level in criminology/sociology	E	Application form/Interview
Engagement in teaching initiatives and pedagogic research relevant to their discipline or subject	E	Interview
Possession of a recognised teaching qualification	D	Application Form/Interview
Specific Skills, Experience and Knowledge		
Interest in engaging UG/PGT students in research and scholarship	E	Presentation/Interview
Potential to complement and extend teaching within our UG and PGT curriculum	E	Application Form/Interview
Track record of teaching criminological and/or Sociology	E	Application Form/Interview
Knowledge and understanding of enhancing student experience	E	Presentation/Interviews
Familiarity with demands of managing own teaching, administrative and other relevant activities	E	Interview

<p>Evidence of teamwork and meeting students' needs in relation to teaching, learning and assessment</p> <p>Evidence of knowledge of student support and personal tutoring.</p> <p>Successful development of relationships with external individuals and agencies</p> <p>Experience of bidding for funding, planning for and organising initiatives that are based on learning, teaching and assessment</p> <p>Clear scholarship plan and strategy which includes funding opportunities</p>	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p>	<p>Interviews</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form/Interview</p>
<p>Personal and interpersonal qualities</p> <p>Excellent interpersonal skills, with the proven ability to teach and engage with students using a variety of different methods</p> <p>Excellent communication and presentation skills</p> <p>Familiarity with aims, objectives and broader activities within the department</p> <p>Ability to contribute to work in a team and contribute to the staff community. Demonstrable commitment to equality, diversity, and inclusion</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Presentation/Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>