



JOB DESCRIPTION

Job Title:	Lecturer (Teaching Focus)
Department / Unit:	Department of Law and Criminology
Job type	Academic
Grade:	RHUL 8
Accountable to:	Head of Department of Law and Criminology
Accountable for:	N/A
Purpose of the Post	
The purpose of the post is to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management, and delivery of teaching. The postholder will undertake teaching and scholarship in line with their departmental 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.	
Key Tasks	
1. Teaching <ul style="list-style-type: none"> • Design and deliver high quality teaching across courses/modules to all levels of undergraduate and postgraduate students (expertise in either Law of Evidence, Professional Legal Skills, Family Law, and Financial Crime are desirable) through lectures, tutorials, supervisions, practical and seminars, as appropriate. This may include delivery by distance learning or travel between our two campuses. • 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. • Plan and deliver high quality teaching and feedback using a range of techniques to inspire and engage students. • Identify learning needs of students and define appropriate learning objectives. • Design and develop teaching materials, independently or in collaboration as required. • Supervise the work of students, including field trips / placements where appropriate. • Undertake and complete administrative duties required in the professional delivery of teaching. • Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students. • 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. • Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc. 	

- Engage in teaching initiatives, whether internally or externally, and in continuous professional development within and/ or outside the University.
- 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. Scholarship

- Make a positive contribution to scholarship/research groupings and/or centres.
- Develop a high level of contributions to the discipline with outputs appropriate to the subject.
- Maintain an active personal pedagogic research and scholarship plan consistent with the School of Law and Social Science and University Research Strategy.
- Make a positive contribution to appropriate research groupings and centres.
- Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- Present at conferences and/or exhibit work at other appropriate events.
- Supervise research students in line with disciplinary norms.
- Develop links with external contacts to foster collaboration and generate income.
- Where appropriate to develop and submit funding proposals to appropriate educational funding bodies, working with colleagues where appropriate.
- To undertake and contribute to peer assessment as appropriate.
- To supervise PhD studentships as requested.

3. Leadership, Enhancement, External Engagement, and Impact

- Attend and contribute to departmental, School and University meetings and working groups.
- Participate in undergraduate and postgraduate recruitment, where required.
- Take on roles related to the management of teaching in the department, and/or participate in department, School or University working groups or Committees, as required.
- Engage in departmental activities such as attendance at open days or departmental UCAS and Postgraduate Open Evenings.
- Contribute to the department's strategic planning, and, if required, contribute to university strategic planning processes.
- Advise and provide support to less experienced colleagues.
- Build internal contacts and participate in internal networks for information, scholarship/research purposes and to form relationships for future collaboration.
- Participate in external engagement such as membership of external networks or learned societies and/or professional bodies, undertaking external examining, securing student placements, marketing the institution, facilitating outreach work, generating income, obtaining consultancy projects, or building 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 University. The post holder will be expected to undertake other duties as appropriate (consistent with the status and grading of the post) and as requested by their line 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 the School and the University; together with members of the University research catalysts. Such colleagues could include: the Head of Department, Subject Heads, Undergraduate Departmental Educational Lead, Director of Research/Knowledge Exchange, Directors of Graduate Studies (Research and Taught), Director of Student Experience, Department Senior Tutor, Departmental Assessment Board Lead, School Manager, Executive Dean, members of the Senior Leadership Team and members of department and University 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, Employer Advisory Boards, Research Councils, Professional Bodies and external professional and alumni networks.

PERSON SPECIFICATION

POST TITLE: Lecturer in Law (Teaching Focus)

DEPARTMENT: Law and Criminology

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
QUALIFICATIONS AND TRAINING		
Doctorate in relevant field (or near to completion - it is expected that the appointee will have their PhD awarded within 4 months of the start date) or with relevant legal practice experience.	E	Application Form
Evidence of high-quality teaching practice and continuous professional development at undergraduate and/or postgraduate level in the department's disciplinary area.	E	Application Form/Interview
Engagement in teaching initiatives and pedagogic research relevant to their discipline or subject.	E	Interview
Demonstrable high levels of scholarship and understanding of the current demands and trajectory of the discipline.	E	Application Form/Interview
Possession of a recognised teaching qualification	D	Application Form/Interview
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		
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
Experience of teaching one of our core modules or the following subjects: Law of Evidence, Professional Legal Skills, Family Law, and Financial Crime.	E	Application Form/Interview
Knowledge and understanding of enhancing student experience	E	Presentation/Interview
Familiarity with demands of managing own teaching, administrative and other relevant activities.	E	Interview
Evidence of teamwork and meeting students' needs in relation to teaching, learning and assessment.	E	Interview
Successful development of relationships with external individuals and agencies.	E	Interview
Experience of bidding for funding, planning for and organising initiatives that are based on learning, teaching and assessment.	D	Interview
Clear scholarship plan and strategy which includes funding opportunities.	E	Application Form/Interview
Demonstrable commitment to equality, diversity and inclusion	E	Application Form/Interview
PERSONAL AND INTERPERSONAL QUALITIES		
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
Familiarity with aims, objectives and broader activities within the department.	E	Interview

