



JOB DESCRIPTION

Job Title:	Lecturer in Computer Science (Integrated Foundation Year)
Department / Unit:	Integrated Foundation Year
Job type	Lecturer (Teaching-Focus)
Grade:	RHUL 8
Accountable to:	Head of Foundation Year Programmes
Accountable for:	n/a
Purpose of the Post	
<p>Royal Holloway has an established Integrated Foundation Year (IFY) consisting of two core strands for students wishing to study on degrees in either STEM (Science, Technology, Engineering, and Mathematics) or SHAPE (Social sciences, Humanities, and the Arts for People and the Economy). The postholder will teach and develop a diverse range of students on the STEM IFY programme, taking full responsibility for the design, management and delivery of their teaching. The IFY programme enables access to higher education for historically under-represented communities and groups, by bridging the gap between A Level or other Level 3 achievements, and mature students without the standard admission requirements to Royal Holloway.</p> <p>The postholder will support and deliver a holistic curriculum that fosters knowledge, understanding and skills in a fully integrated way. They will deliver innovative, student-centred, inclusive, supportive, scaffolded teaching on the STEM strand of the IFY programme. They will positively contribute to the IFY's education environment and will participate in programme administration. They are expected to undertake scholarship to develop their subject expertise and pedagogy and to ensure currency in their teaching in line with the education strategy of the University. They will show a strong commitment to inclusive education, promoting equity and diversity.</p>	
Key Tasks	

1. Education

- a. Develop and implement teaching and assessment strategies, activities and materials which are inclusive and appropriate to the student population across computer programming and mathematics.
- b. Design and deliver high quality and, where appropriate, innovative approaches to teaching and the student learning experience, which develop the ability of students to engage in scientific thinking, the scientific process and rigorous analysis of data.
- c. Act as a personal/academic tutor, ensuring appropriate support and advice is provided.
- d. Supervise the work of students, including programming projects and practical sessions where appropriate.
- e. Undertake administrative duties required in the professional delivery of teaching, including monitoring of attendance.
- f. Undertake activities supporting teaching delivery as well as contributing to other areas of teaching as directed by the Head of the Integrated Foundation Year, as required.
- g. Engage with up-to-date literature and expertise in their professional and/or scholarly field.
- h. Engage in teaching initiatives and in continuous professional development both within and/or external to the University.
- i. Develop and engage with professional values linked to respect for diverse learners, widening access, evidence-based approaches and the broader context of higher education.
- j. Engage in teaching initiatives, and in continuous professional development within and, where appropriate, external to the University
- k. 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 programme, School and University level meetings and environment.
- b. Participate in student recruitment, where required.
- c. Take on roles related to teaching management on the programme and participate in Programme, School and University level working groups or committees.
- d. Where appropriate, advise and provide support to less experienced colleagues.
- e. Build internal contacts and participate in internal networks across the University for information, knowledge exchange, and collaboration.
- f. Participate in external networks, for example to contribute to student recruitment; engage in learned societies and/or professional bodies; undertake external examining; secure student placements; market the institution; facilitate outreach work; obtain consultancy projects; or build relationships for future activities.
- g. To engage and maintain continuous professional development.

Scholarship

- a) Maintain an active personal pedagogic research and scholarship plan consistent with the School of PDA Research Strategy.

- b) Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- c) Present at conferences and/or exhibit work at other appropriate events.
- d) Contribute to peer assessment.

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 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:

Internal: Colleagues contributing to IFY programmes; Other members of staff across the University including Vice Deans of Education and Student Experience and Equality, Diversity and Inclusion; Heads of Department; School Manager and Professional Services Teams.

External: National and international professional colleagues and networks; schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners and communities as appropriate.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Lecturer in Computer Science

Department: Integrated Foundation Years

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
First degree in a relevant subject	X		Application Form
Doctorate in a relevant field		X	Application Form
Knowledge and understanding of enhancing student experience	X		Application Form / Interview
Possession of a recognised and relevant teaching qualification	X		Application Form
Experience			
Experience of Level 3 teaching and student experience (e.g. Foundation Year, A Level and/or BTEC) in UK HE or FE context	X		Application Form / Interview
Experience of undergraduate (Levels 4- 6) teaching, project supervision and student experience		X	Application Form / Interview
Experience of using a range of software and programming language such as Python, Javascript, HTML, CSS, Powerpoint, Vevox, Visual Studio Code, Microsoft Teams, and virtual learning environments to facilitate learning	X		Application Form / Interview
Experience of managing own teaching and administrative activities	X		Application Form / Interview
Experience in module design and module convening		X	Application form

Experience in teaching Computer Science students at Level 3 or above.		X	Application form/Interview
Skills and Abilities			
Ability to provide academic and pastoral support to students, prioritising student engagement, attainment and retention	X		Application Form / Interview
Ability to fulfil administrative duties both individually and as a member of a team	X		Application Form / Interview
Ability to present and communicate complex concepts and ideas in understandable, empathetic, dynamic and flexible ways	X		Application Form / Interview
Ability to adapt the delivery of teaching materials in response to student needs, prior knowledge, educational experiences and varied learning preferences	X		Application Form / Interview
Personal and Interpersonal Qualities			
Excellent communication and interpersonal skills, with the demonstrable ability to co-ordinate with others to ensure student learning and teaching needs and expectations are met.	X		Application Form / Interview
Commitment to reflective practice and continuous professional development	X		Application Form / Interview
Demonstrable commitment to equality, diversity, inclusion and community building	X		Application Form / Interview