

JOB DESCRIPTION

Job Title:	Lecturer in Political Theory (Teaching Focus)
Department / Unit:	Department of Politics, International Relations and Philosophy
Job type	Academic Fixed term, Full time
Grade:	RHUL 8
Accountable to:	Head of Department of PIRP (Dr Kaat Smets)
Accountable for:	N/A
Purpose of the post	
To teach and supervise at undergraduate level and graduate levels, taking responsibility for the design, management delivery of teaching. The postholder will contribute to the Department of Politics, International Relations and Philosophy's range of undergraduate, postgraduate and doctoral programmes to a diverse student body, consolidating their teaching expertise and leading to a growing reputation. They will also be required to contribute to the academic administration of the Department, with workload being balanced by their line manager.	
Key tasks	
Teaching <ul style="list-style-type: none"> To design and deliver high quality teaching programmes and/or modules, utilising own expertise and research to inform design and delivery. 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 undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for student development. To act as personal tutor ensuring appropriate support and advice is provided in one or both Departments. To contribute to other areas of teaching in Politics, International Relations and Philosophy. 	
Leadership, Enhancement, External Engagement and Impact <ul style="list-style-type: none"> To attend and actively contribute to Departmental meetings as appropriate. To assist with student recruitment. To participate with Departmental or School working groups as required. To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days when asked. 	

- To engage and maintain continuous professional development.

Scholarship

- To develop a high level of contributions to the discipline with outputs appropriate to the subject.
- To maintain an active personal pedagogic research and scholarship plan consistent with the School of LSS Research Strategy.
- To make a positive contribution to appropriate research groupings and centres.
- To update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- To present at conferences and/or exhibit work at other appropriate events.
- To supervise research students in line with disciplinary norms.
- To develop links with external contacts to foster collaboration.
- 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 in the department and School. Such colleagues will include: the Head of Department, Director of Teaching, Director of Research, Directors of Graduate Studies (Research and Taught), Director of Student Experience, Department Senior Tutor, Exams Officer, School Manager, Executive Dean of School, members of the Senior Management Team and members of department and University Professional Services Teams



PERSON SPECIFICATION

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

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Department: Politics, International Relations and Philosophy

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, education, qualifications and Training			
PhD in relevant subject	X		Application form
Associate fellowship of the HE Academy or equivalent		X	Application form
Teaching experience and plans			
Relevant teaching experience at UG or PGT level	X		Application form
Knowledge and understanding of enhancing student experience	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
Proven ability to manage own teaching, research and administrative duties.	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
Demonstrable commitment to equality, diversity, and inclusion.	X		Application form/interview

Personal and interpersonal qualities			
Effective team working skills	X		Application form/interview
Strong commitment to enabling students from a diverse range of backgrounds, educational experiences, and attainment levels to flourish.	X		Interview
Excellent communication and presentation skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues and external audiences.	X		Interview
Career development			
A commitment to continuous personal development.	X		Interview