

## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer in Social Work/ Social Sciences (Teaching Focus)
<b>Department / Unit:</b>	Law and Criminology
<b>Job type</b>	Full-Time, Fixed-Term (Academic)
<b>Grade:</b>	RHUL 8
<b>Accountable to:</b>	Head of Department and Subject Head for Social Work
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
The purpose of the post is to teach and supervise at undergraduate level and Master's level, taking full responsibility for the design, management and delivery of teaching. The successful candidate will also be required to contribute to the academic administration of the department.	
<b>Key Tasks</b>	
<p><b>1. Teaching</b></p> <ul style="list-style-type: none"> <li>To design and deliver high quality teaching on our BSc Health and Social Care, BSc Social Science and MSc in Social Work courses. The position will involve teaching undergraduate core and option modules on these courses and we are seeking candidates with teaching expertise in Health and Social Care, Social Policy, Sociological and psychological perspectives across the life course.</li> <li>To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students.</li> <li>To ensure the design and delivery of teaching meets the needs of students and working with others to identify future training needs.</li> <li>To undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for development.</li> <li>To act as personal tutor ensuring appropriate support and advice is provided.</li> <li>To actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable.</li> <li>To contribute to other areas of teaching as directed by the Head of Department/Subject Head in response to departmental need.</li> </ul> <p><b>2. Leadership, Enhancement, External Engagement, and Impact</b></p> <ul style="list-style-type: none"> <li>To play a full and active part in the administration of the department and its external promotion.</li> <li>To attend and actively contribute to departmental and University meetings as appropriate.</li> <li>To assist with student recruitment.</li> </ul>	

- To participate with departmental or University working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to University strategic planning processes.
- To advise and provide support to less experienced 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 University to develop research and teaching profile and funding opportunities individually and for the department, University and field of research i.e. educational bodies, specific research networks, professional bodies.
- To engage and maintain continuous professional development.

### 3. Scholarship

- a) Develop a high level of contributions to the discipline with outputs appropriate to the subject.
- b) Maintain an active personal pedagogic research and scholarship plan consistent with the School of LSS 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

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 the University. 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 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, and Research Councils.

## PERSON SPECIFICATION FORM

**POST TITLE:** Lecturer in Social Work/ Social Sciences (Teaching Focus)

**DEPARTMENT:** Law and Criminology

<b>CRITERIA</b>	<b>ESSENTIAL (E) or DESIRABLE (D)</b>	<b>TESTED BY (Application Form, Interview, Test, Presentation etc)</b>
<b>QUALIFICATIONS AND TRAINING</b>		
Doctorate in relevant field or nearing completion - it is expected that the appointee will have their PhD awarded within 4 months of the start date.	<b>E</b>	<b>Application Form</b>
HE Academy or qualification in teaching, or other evidence of training for teaching at HE level.	<b>D</b>	<b>Application Form/Interview</b>
<b>SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE</b>		
Evidence of quality teaching practice and continuous professional development at undergraduate and/or postgraduate level in social work/ health and Social Care	<b>E</b>	<b>Application Form/Interview</b>
Potential to complement and extend teaching within our UG & PGT curriculum	<b>E</b>	<b>Application Form/Interview</b>
Experience of teaching one of more of our core and option modules or the following subjects: An introduction to Social Care, Life course Methods, Criminology,	<b>E</b>	<b>Application Form/Interview</b>
Knowledge and understanding of enhancing student experience.	<b>E</b>	Presentation/Interview
Familiarity with demands of managing own teaching, pedagogy, administrative and other relevant activities.	<b>E</b>	Interview
Evidence of teamwork in research and in meeting students' needs in relation to teaching, learning and assessment.	<b>E</b>	Interview
Successful development of relationships with external individuals and agencies.	<b>E</b>	Interview
Demonstrable commitment to equality, diversity and inclusion	<b>E</b>	<b>Application Form/Interview</b>
<b>PERSONAL AND INTERPERSONAL QUALITIES</b>		
Excellent interpersonal skills, with the proven ability to teach and engage with students and colleagues.	<b>E</b>	Interview
Excellent communication and presentation skills.	<b>E</b>	Presentation/Interview
Familiarity with aims, objectives and broader activities within the department.	<b>E</b>	Interview

