



Job Description

Post:	Principal Lecturer in Early Years	Grade:	K
Department	Learning, Teaching & Research		
Responsible to:	Head of Learning, Teaching & Research		
Contact hours:	Between 10-18 hours per week as required by the demands of the curriculum/role		

Principal Lecturers in Early Years combine teaching and research responsibilities and will have extensive academic experience (10 years plus in HE), which includes contributions in teaching, research and related administration. They must have demonstrable evidence of a sustained commitment to the enhancement of the student experience, including demonstrating good practice in relation to teaching and assessment.

They will be making a significant leadership and/or management contribution within their department or the wider college. As well as organising schemes of work with the module/unit team, they will manage assessments for their modules/units, complete module/unit reviews, supervise dissertations, act as personal tutors and contribute to the wider work of both the academic team and Norland.

Principal lecturers are expected to take leading roles in developing and overseeing the quality of teaching programmes at all levels, including academic operational co-ordination, supporting teaching and learning through observations, initiating new and innovative techniques and leading internal staff training. They will also be expected to be leading collaborative research projects and/or engage in other scholarly activity (e.g. contributing to journals and/or academic books).

They will promote and enhance the reputation of Norland within the wider sector and academic field, producing research that furthers sector understanding.

They will be involved in internal and external reporting requirements and will contribute their expertise to the external scrutiny processes.

Main responsibilities and duties:

- Contribute to the leadership of relevant programmes and course teaching teams.
- Co-ordinate and lead the delivery and assessment of one phase of the degree, ensuring close collaboration with the other senior/principal lecturers on the other phases to ensure coherence and consistency.

- Plan, prepare, teach and assess on programmes delivered by Norland, including being a module lead.
- Assess students' course work and assignments and give constructive formative and summative feedback, including feedback on performance and progress.
- Support the head of department in leading validation/re-validation/programme review activities, including the revision and review of modules and the development of new modules and programmes.
- Contribute to the enhancement of quality in teaching within the department by preparing annual monitoring reports and action plans, monitoring progress and reporting to the academic board and programme committee.
- Contribute to the departmental enhancement plan, including decisions on resource application.
- Lead teaching and/or research projects, including (where appropriate) line management responsibility for the academic and support staff involved.
- Act as a personal tutor to a group of full-time students, meeting with them regularly both on a 1:1 or whole group basis.
- Maintain records of tutorials and store in a confidential manner according to Norland's procedures.
- Coach, mentor and advise less experienced staff on learning and teaching tasks and methods and take a leading role in peer and formal observation.
- Contribute to the professional development of other staff within the department.
- Monitor and manage teaching and/or research resources effectively.
- Be an external examiner for teaching programmes in other higher education institutions.
- Represent the department in external relations as required.
- Participate in, and help to organise where appropriate, networks of academics teaching in own (and any related) disciplines to develop relationships and key connections.
- Assist the Head of Learning, Teaching and Research in developing new initiatives.
- Work with the research manager/fellow to help achieve Norland's research aims including playing an active role in contributing to the research profile and research culture within the college.
- Work with the research manager/fellow to play a part in networks of researchers active in their area of scholarship and seek out opportunities for collaborative work with research centres elsewhere.
- Participate in dissemination opportunities that advance the state of knowledge in early childhood education and care, by publication in appropriate outlets and by delivering papers at national conferences or other institutions.
- Supervise the work and training of research students and mentor other staff providing supervision.
- Participate and contribute, where appropriate, as a subject expert in consultancy and advisory activities.
- Keep up to date with the current requirements of the UK regulatory framework for higher education and evidence this in practice.

General:

- Always provide high quality customer service when dealing with email, telephone and face to face enquiries from staff, students, and external parties.
- Be a Brand Ambassador of Norland College at all times.

- Have the academic freedom (within the law) to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without risk of retaliation or censorship from other colleagues or the College as a whole.
- Participate and contribute where appropriate to Consultancy activities such as CPD training and guest lectures.
- Be willing to undertake Fire Warden and First Aid training and be a key holder to assist in opening and closing the building as and when required.
- Work with internal departments to ensure operational procedures are fully complied with.
- Take ownership of personal development (CPD) within your role and identify personal training needs.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with Norland's policies and procedures, as laid out in the Financial Regulations.
- To undertake any other duties, as required from time to time.

In addition to the above, the post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which Norland is subject. All staff are required to:

- Have full regard for Norland's equality and diversity, health and safety and safeguarding requirements.
- Achieve individual and team targets assigned through Norland's annual planning and staff appraisal processes including taking ownership of personal development (CPD) within your role and identify personal training needs.
- Operate within approved income and expenditure budgets.
- Participate in the Norland-wide recycling programme and to engage with new strategies aimed at sustainability.
- Be subject to Norland's approved strategies, policies and procedures and undertake all duties in line with these.
- Be aware that any breach of confidentiality in relation to sensitive information, Norland staff, student or child is considered a dismissible offence.

This job description may be subject to revision, depending on the future needs of the post and the organisation. Any changes will be discussed with the post holder prior to implementation.