



Job Description

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| Post: | Senior Lecturer in Early Years | Grade: | J |
| Department: | Learning, Teaching & Research | | |
| Responsible to: | Head of Learning, Teaching & Research | | |
| Contact hours: | Up to 24 hours per week as required by the demands of the curriculum | | |

Senior Lecturers in Early Years combine teaching and research responsibilities and will have extensive experience of teaching at HE level, with 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 able to demonstrate a history of actively seeking additional responsibilities and of contributing effectively to the organisation and development of the curriculum and department.

They will be module/unit leaders and will take responsibility for supporting and developing a theme important to Norland and its students, for example: assessment, student engagement, academic operational co-ordination, co-ordination of the nursery and groups that use it, research and scholarly activity, archives, extra-curricular activities, external relationships and quality.

They will organise schemes of work with the module/unit team, 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.

They will be involved in a range of teaching activities, using a variety of approaches, typically within established courses. Their research and/or scholarship, individually and/or collectively, will be directly improving their teaching and learning. They will be involved in internal and external reporting requirements and will contribute their expertise to the external scrutiny processes.

They may be published in credible, peer reviewed journals, relevant books and magazines and will be actively engaging in external networks and conferences. If they are not already published, they will be actively writing and submitting for publication in industry or academic books, journals and magazines.

Main responsibilities and duties:

- 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 with 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 participating in annual monitoring and the improvement of programmes.
- 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.
- Be an external examiner for teaching programmes in other higher education institutions.
- 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 Norland.
- Engage with Norland's internal research community and the wider academic community through research and scholarly activity, ensuring research findings have a positive impact on teaching and learning at Norland.
- 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.
- Participate and contribute, where appropriate, as a subject expert in consultancy and advisory activities.
- Actively engage in external networks and conferences to develop key relationships and connections.
- Keep up to date with the current requirements of the UK Regulatory Framework for Higher Education and evidence this in practice.

General:

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