**Vacancy ref:**

LIVERPOOL JOHN MOORES UNIVERSITY

JOB DESCRIPTION

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| **Title:** | University Teacher |
| **Department:** |  |
| **Grade:** | Grade 6 |
| **Salary:** |  |
| **Hours:** |  |
| **Contract Length:** |  |
| **Reporting to:** |  |
| **Location:** | > although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service. |
| **Introduction:** | The appointed person will be expected to make broad contributions to the academic work of the School of………. |

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| **Purpose of the role** |
| With supervision and as part of a teaching team assist in the delivery of teaching and associated student assessment activities within established teaching programmes. Engage in relevant scholarship, research, professional and knowledge exchange activities as appropriate and have input into administrative duties as a team member. |
| **Teaching and Learning** |
| * Carry out teaching within clear and established teaching programmes with assistance and support. * With guidance and support develop own teaching materials to ensure content and methods of delivery meet learning objectives. * Provide support to the teaching process. Support the planning and evaluation of lesson plans, adapting teaching materials as required. * Set and mark assignments under supervision. Contribute to the development of examination questions. * Understand the assessment criteria. Use a variety of methods and techniques and provide effective, timely and appropriate feedback to students to support their learning. * Participate in the supervision of practical work, advising on skills, methods and techniques to assist the transfer of knowledge. * Be familiar with subject-based pedagogy and any associated materials as appropriate. * Acquire proficiency in teaching and learning environments. Engage in professional development to remain current and ensure application of recent advances in knowledge to teaching. |
| **Research and Scholarship** |
| * Reflect on practice and the development of own teaching and learning skills. * Establish good working relationships to develop own scholarship and research networks. Join appropriate internal networks. * Contribute to scholarship, research and knowledge exchange activities as required. |
| **Leadership and Management** |
| * Contribute to the planning of teaching programmes. * Plan own day to day activity within the framework of the teaching programme to meet agreed objectives. |
| **Citizenship** |
| * Contribute to a supportive working environment and develop productive working relationships with other team members. * Attend and contribute to staff meetings. * Contribute to wider school/university activities e.g. open days, student welcome, graduation and clearing events. * Build internal and external links to enhance own teaching and learning activity. * Participate in institutional widening participation and outreach activities. * Act as an ambassador for the University in all interactions with current and prospective students, staff, visitors to the University, external partners, media and general public. * Promote the University’s values of an inclusive and diverse community. |
| **Values and Regulations** |
| * Any other duties commensurate with the grade as deemed necessary by the Director of >. * A commitment to LJMU’s values and regulations and Equality and Diversity Policy. * Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter. * Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities; the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of LJMU’s Environment and Sustainability Policy. * The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Strategic Management Team, are contained in Section 2 of the University’s Safety Management Code of Practice MCP1 Organisation for the Implementation of the Health and Safety Policy. * For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects. |

**PERSON SPECIFICATION**

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

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| **Essential Factors** | **Evidence** |
| Educated to degree level and/or be on a course of postgraduate study/ or have relevant work experience in industry or teaching. | *Application* |
| Knowledge of appropriate teaching and assessment methods and be developing further skills. | *Application and*  *interview* |
| Sufficient breadth or depth in the specialism to contribute to the teaching programme. | *Application and*  *interview* |
| Ability to provide advice to students on study skills and assist with any learning problems. | *Application and*  *interview* |
| Ability to undertake organisational and administrative tasks appropriate to working within Higher Education. | *Application and*  *interview* |
| Commitment to fostering a positive learning environment for students and of providing excellent pastoral and academic support to students. | *Application and*  *interview* |
| Ability to work both individually and as a member of research/ teaching team. | *Application and*  *interview* |
| Ability to use ICT as a research tool and to develop teaching materials. | *Application and*  *interview* |
| Excellent communication skills (oral and written), coupled with the ability to develop these skills in students. | *Application and*  *interview* |
| Excellent interpersonal skills and the ability to inspire and collaborate | *Application and*  *interview* |
| Commitment to LJMUs values and regulations, including equality and diversity policy. | *Application and*  *interview* |

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| **Desirable Factors** | **Evidence** |
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| **BENEFITS OF WORKING FOR US** |
| **Annual leave:** allowance of 30 days (for grade 3-7 staff and Executive Leadership Team) and 35 days (for grades 8 and above) plus 8 public holidays. |
| **Pension:** access to a generous defined benefit pension scheme. |
| **Travel:** various interest free travel loans for annual season tickets and cycle to work scheme. |
| **Flexible working:** maintain a healthy balance between work and home life with opportunities to work flexibly - including flexi time and job sharing where possible. |
| **Health and wellbeing:** we offer a wide range of wellbeing support including Employee Assistance Programme, mental health support, annual voluntary dental plan and on-site gym facilities. |
| **Professional development:** LJMU is committed to the support and development of its staff. It encourages individuals and teams to embrace opportunities for skill development, self-improvement and knowledge enhancement in order to reach their potential and meet their career ambitions. As part of this commitment, we offer a wide range of engaging and impactful training and development opportunities as well as the chance to take part in special projects/cross-university work and embark upon one-to-one coaching and mentoring. |
| **Community:** there are plenty of opportunities to give back to the community through volunteering, supporting our Corporate Charities and getting involved in our Diversity and Inclusion Staff Networks. There is also an opportunity to give to charities through the Payroll Giving scheme. |
| **‘More For You’ from Vivup:** in addition to the great benefits above, our close ties to organisations and businesses within the region and further afield means we can offer discounts for many shops, restaurants and services. |

