

## JOB DESCRIPTION



<b>Job Title:</b>	Associate Lecturer
<b>School/Service:</b>	Lancashire Law School
<b>Grade:</b>	G

**Job Purpose:**

To play a role in the development and delivery of modules on programmes at undergraduate level

**Main Duties and Responsibilities:**

1. Act as module tutor for a number of identified modules under the guidance of a module leader.
2. Develop own teaching materials with assistance and support.
3. Contribute to the development of module information packs, assignments and examination questions.
4. Assess student progress and provide feedback.
5. Actively participate as a member of the teaching team.
6. Attend and contribute to relevant meetings.
7. Continue to develop own teaching and learning skills.
8. Contribute to the planning of teaching programmes.
9. Attend any associated training and development sessions.
10. Carry out any other duties commensurate with the grade.

<b>Signed:</b>		<b>Date:</b>	
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## PERSON SPECIFICATION

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<b>School/Service:</b>	Lancashire Law School
<b>Grade:</b>	Grade G

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measured By</b>
<b>Work Experience</b>	Relevant experience in an academic environment.	Experience of developing teaching and learning resources.	Application Form or Interview
<b>Education/ Qualifications</b>	Good honours degree (or equivalent) in a relevant subject.  Postgraduate qualification <i>or</i> equivalent experience.  Registered for PhD	Demonstration of academic or professional development to support teaching activities.  PhD or near completion in relevant area.	Application Form
<b>Skills/ Abilities</b>	Flexible, innovative approach to teaching  Excellent presentation and communication skills.  Administrative precision and successful record or working to deadlines.  Proven ability to work on own initiative and as part of a team.  Ability to use IT and relevant software packages in the support of teaching and learning.	Experience in the delivery of teaching and learning activities to undergraduate students.	Interview
<b>Other</b>	Flexibility to meet the demands of a rapidly changing educational environment.  An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.	Commitment to continued professional development.	Interview