

Job Description and Person Specification

Lecturer

2024-25

Index

Purpose and Values	2
Purpose	2
Values	2
About the Post	3
Job Description	4
Person Specification	10

Purpose and Values

Purpose

Our purpose is:

Breaking down barriers together.

Values

Our values are:

Dare to be different

Make it happen

Don't be mean

About the Post

We are a higher education provider, regulated by the Office for Students, and we deliver undergraduate degrees in Accounting and Finance, Business and Management, and Law. We also deliver an MBA and MSc Management, and an MSc in Accounting and Finance and in Finance and Wealth Management. Our degrees are validated by Wrexham University.

We have redesigned all our degrees to have a more practice-based focus, full details of which are available at: www.bil.ac.uk/courses/.

We pride ourselves on providing students with access to a transformative higher education experience. We recruit students that have the potential, attitude and aspiration to succeed. This is key to us fulfilling our broader vision of offering students from all backgrounds the opportunity to define and pursue success through education.

Lecturers will:

- Teach on our courses, acting as Module Leader and Module Tutor.
Note: Our academic year is divided into 3 terms of 11 weeks: October to December; February to April; and June to August. At the end of each term there is a 6-week non-teaching period that is used for marking and other duties. 2 weeks prior to the start of each term, students undertake online activities to prepare them for the modules that they will take the following term. Lecturers will, as required by the Institute, be required to deliver modules in 2 out of the 3 terms (i.e. one term will be free of teaching). Although Lecturer preferences will be taken into account, we cannot guarantee that any such preferences will be accommodated.
- Apply relevant pedagogical approaches, design and redesign teaching and learning resources and assessments, and evaluate their impact.
- Inspire excellence in teaching and learning across the Institute.
- Engage in scholarship.
- Have the opportunity to be developed and supported to engage in research, in accordance with our Research Strategy.
- Be prepared to undertake additional academic role/s (e.g. Year Tutor, Admissions Tutor) from time to time, should the Institute require it.
- Attend and participate in meetings, events and activities.

Note: The role of Lecturer does not necessarily require you to have any higher education teaching experience, provided you have professional experience in accounting, business or law, and you have an aptitude and passion to teach.

During your first year, if you are not already a Fellow of the Higher Education Academy, you would complete our In-Bloom Fellowship programme to support and develop you to become a highly effective lecturer. In addition, all academic staff are required to attend our regular Teaching and Learning Forum which supports staff to enhance and assess their practice.

Job Description

This is a generic Job Description and Person Specification for the role of Lecturer.

Any specific requirements will be set out in the advertisement for a vacant post.

Job Title:	Lecturer
Salary:	Grade A [Total]: £40,080 to £46,080 Divided into the following two elements: Grade A [Fixed]: £16,080 to £22,080 Plus Grade A [Academic Workload (Variable)]: £24,000 ¹ [starting salary is dependent upon relevant experience]
Hours of Work:	The nature of a Lecturer's role is such that weekly working hours cannot be fixed. In accordance with the Working Time Regulations 1998, over a 17-week period, your average weekly working time must not exceed 48 hours. It is expected that your average will be less. You are required to maintain a diary of total hours worked each day (to exclude breaks) to ensure that this limit is not exceeded. The Institute has adopted a non-contractual Academic Workload Model (which may be amended from time-to-time at the discretion of the Institute). The Academic Workload Model is <u>not</u> incorporated into the Contract of Employment. The Institute's academic year is divided into 3 terms of 11 weeks: October to December; February to April; and June to August. At the end of each term there is a 6-week non-teaching period that is used for marking and other duties. 2 weeks prior to the start of each term, students undertake online activities to prepare them for the modules that they will take the following term. Lecturers will, as

¹ The salary is made up of two elements:

- (i) A fixed sum of between £16,080 and £22,080 per annum (paid monthly) for undertaking the tasks and duties set out in the Contract of Employment; and
- (i) £24,000 per annum (paid monthly) for undertaking 550 annual teaching hours per academic year (1 September to 31 August) in accordance with the non-contractual Academic Workload Model (which may be amended from time-to-time at the discretion of the Institute). The Academic Workload Model provides allowances against the 550 annual teaching hours for undertaking specific duties and activities. Exceptionally, your line manager may authorise you to undertake additional teaching hours. If you receive prior authorisation to undertake such additional hours, you will receive an overtime payment calculated with reference to the second element of your salary.

required by the Institute, be required to deliver modules in 2 out of the 3 terms (i.e. one term will be free of teaching). Although Lecturer preferences will be taken into account, the Institute cannot guarantee that any such preferences will be accommodated.

Working on-campus:

Except when on annual leave, sick leave etc., you are expected to work on-campus for 5 days a week (during such hours to be determined by your line manager), subject to your line manager giving permission to:

- (i) Work from home for 1 day a week during term time and resubmission periods.
- (ii) Work from home for more than 1 day a week during term time and resubmission periods, in any week that you must mark assessments.
- (iii) Work from home for up to 3 days a week outside of term time and resubmission periods.
- (iv) Attend off-campus conferences and meetings.

Holidays (Paid):

25 days (some of which may be required to be taken during Christmas/New Year shut down), plus public holidays.

Pension:

Contributory pension scheme

Full details are available from the Finance Department.

Main purpose of the role:

Teach on the Institute's courses, acting as Module Leader and Module Tutor.

Apply relevant pedagogical approaches, design and redesign teaching and learning resources and assessments, and evaluate their impact.

Inspire excellence in teaching and learning across the Institute.

Engage in scholarship.

Have the opportunity to be developed and supported to engage in research, in accordance with the Institute's Research Strategy.

Be prepared to undertake additional academic role/s (e.g. Year Tutor, Admissions Tutor) from time to time, should the Institute require it.

Attend and participate in meetings, events and activities.

Reporting to:

Head of the School (or nominee)

Location:

Teaching: 373-375 Euston Road, London, NW1 3AR.
Office work: 7 Bedford Square, London WC1B 3RA.

Main Tasks and Duties

The main tasks and duties of the job are:

- Ensure all tasks and duties are undertaken within the spirit of Bloomsbury Institute's purpose and values.
- Promote, apply, and ensure compliance with the Equality Act 2010 and the Institute's Equality, Diversity and Inclusion Policy, and the Ethics Policy, and make a full and positive contribution to the implementation, evolution and enhancement of the Institute's Inclusive Learning Environment.
- Use all IT systems appropriately and effectively, to include SharePoint and Microsoft Teams.
- Deliver high quality face-to-face and/or online teaching and learning for students in support of their learning goals and to ensure the effective and efficient completion of all related and necessary assessment including writing formative and summative assessments, marking and moderating assessments, attending standardisation, moderation and variance meetings (face-to-face and/or online) and providing students with appropriate written feedback and in addition appropriate face-to-face and/or online feedback. More specifically:
 - Teach the module in accordance with the Module Specification, Module Study Guide and Assessment Briefs.
 - Prepare appropriate resources as required by the Institute, to include online resources. The copyright will be shared between you and the Institute.
 - Deliver the teaching in accordance with the timetable, subject to any changes that the Institute may make if any teaching activities must be delivered online.
 - Deliver resubmission support classes and other activities, as required.
 - Mark formative assessments and provide appropriate written feedback, and appropriate face-to-face and/or online feedback.
 - Mark submissions and resubmissions of all summative assessments and provide appropriate written feedback, and appropriate face-to-face and/or online feedback.
 - Undertake standardisation, moderation and variance activities, which may involve face-to-face and/or online meetings.
 - Provide students with out-of-class academic support, in relation to the modules you deliver, such support being conducted through a variety of mediums (including email, telephone, video conference and face-to-face) as required.
 - Provide a minimum of 2 office hours per week during term time and resubmission periods to enable students to meet you face-to-face without an appointment, and to provide face-to-face meetings by appointment at other times.
 - Report and provide any requested evidence for cases of suspected academic misconduct.
 - Monitor attendance and alert the Module Leader and (if required by the Module Leader) the Centre for Student Engagement, Wellbeing and Success (SEWS) on any instances of recurrent absences or low engagement.

- Liaise with the Module Leader, as necessary, and inform the Module Leader of any issues and/or complaints.
- Engage with the Peer Observation of Teaching Scheme and Managed Observation of Teaching Scheme.
- Undertake associated administrative duties.

Note: For any teaching activities that are delivered online, the Lecturer is required to pre-record teaching activities and/or record live teaching activities. The Institute will be entitled to use these pre-recorded teaching activities and recorded live teaching activities throughout the academic year, without any limitation, provided the use is connected to the delivery of courses to enrolled students.

The Institute will also be entitled to use pre-recorded teaching activities and recorded live teaching activities to undertake Peer and/or Managed Observations of Teaching.

- Undertake the role of Module Leader:
 - Write a Module Study Guide which must adhere to the Institute's standard format, the copyright of which will be retained by the Institute.
 - Design and develop teaching and learning resources, including online resources, as required by the Institute. The copyright will be shared between you and the Institute.
 - Upload the Module Study Guide, teaching and learning resources, and all other required materials into the Virtual Learning Environment.
 - Coordinate the delivery of resubmission support classes and other activities, as required, liaising with the Course Leader and other members of staff across the Institute as needed.
 - Write formative and summative assessments.
 - Lead the assessment process, to include the effective scheduling of face-to-face assessments, and the marking and moderation process.
 - Ensure all cases of suspected academic misconduct are dealt with in accordance with the applicable procedures.
 - Lead the Module Team (if applicable).
 - Monitor attendance and liaise with the Centre for Student Engagement, Wellbeing and Success (SEWS) on any instances of recurrent absences or low engagement, as necessary.
 - Deal with any student issues and/or complaints that are referred through from a Module Tutor, ensuring compliance with policies and procedures.
 - Write the end-of-module Module Monitoring Report.
 - Propose curriculum and/or assessment changes, seeking input from the Module Team (if applicable).
- Apply relevant pedagogical approaches, design and redesign teaching and learning resources and assessments, and evaluate their impact.

- Inspire excellence in teaching and learning across the Institute.
- Act as first and/or second supervisor for students completing dissertations and research projects.
- Engage in scholarship.

Scholarship is currently defined by the Institute as activities which are undertaken to ensure academic staff have an up-to-date and current knowledge of their discipline, with appropriate breadth and depth to enable them to create high-quality learning experiences for students, and which of itself could lead to other outputs that have internal and/or external impact.

- Have the opportunity to be developed and supported to engage in research, in accordance with the Institute's Research Strategy.

Research is currently defined by the Institute as a process of investigation leading to new insights, effectively shared. It includes work of direct relevance to the needs of commerce, industry, culture, and society; to the public and voluntary sectors; and also to the Institute. It includes research that is published, disseminated or made publicly available in the form of assessable research outputs.

- Undertake one or more specific academic roles, if required by the Institute, for example:
 - Admissions Tutor
 - Year Tutor
 - Peer Mentoring Coordinator
 - Academic Integrity Officer
- Attend and participate in meetings, events and activities, including, for example:
 - Student recruitment and admissions events and activities (e.g. taster days, open days and interviews).
 - Assessment, examination and award boards, including any preparatory pre-boards.
 - Staff meetings.
 - Committee meetings (e.g. Academic Committee; QAEC; Course Committee; EDIC; Research Ethics Committee).
 - Teaching and Learning Forum.
 - Research Forum and Research Seminars.
 - Annual Teaching and Learning Conference.
 - Internal Continuing Professional Development sessions.
 - Internal Staff Development sessions.
 - Staff Induction sessions.
 - Student award events.

- Graduation Ceremony.
- Events and activities organised by the Student Guild.
- Ensure all communications with students and colleagues are in line with the Institute's Tone of Voice Guidelines.
- Carry out duties and responsibilities at all times with due regard to relevant regulations, policies and procedures, including those relating to health and safety.
- Adhere to the provisions of data protection legislation, and refrain from sharing any personal or other information relating to students with any third party without the Line Manager's express permission.
- In addition to the above tasks, to undertake any other tasks as directed by the Line Manager (or nominee).

The above is not an exhaustive list of tasks and duties as the role may change to meet the Institute's overall objectives. The Institute reserves the right to require such additional and/or alternative tasks and duties to be undertaken as may be within the scope of the role of a Lecturer.

Person Specification

This is a generic Person Specification for the role of Lecturer.

Any specific requirements will be set out in the advertisement for a vacant post.

Essential criteria [i.e. the criteria that an applicant must satisfy]

Qualifications

- Undergraduate degree.
- Postgraduate qualification **or** professional qualification at a similar level.
- HEA/Advance HE Fellowship (or completion of the Institute's In-Bloom Advance HE accredited Fellowship Scheme within 12 months of the start date).

Experience and attributes

- UK Higher Education teaching, learning and assessment experience at, undergraduate and/or postgraduate level, preferably within a university which delivers programmes according to UK teaching and learning higher education methodologies; **or** professional experience in accounting, business or law together with an aptitude and passion to teach.
- Ability to act as Module Leader/Module Tutor for two or more modules.
- Ability to manage academic tasks (teaching or research related).
- Ability to teach students from disadvantaged and underrepresented backgrounds and/or experience of teaching international students.
- Ability to lead activities which enhance the student experience.
- Experience of research, scholarly activity and/or development of academic knowledge.
- Ability to use a virtual learning environment (e.g. Canvas).
- Experience of using an online library.
- Computer literate (to include competence in the use of Microsoft Office, in particular Word, PowerPoint and Outlook; SharePoint; and Microsoft Teams), and the ability and willingness to achieve Microsoft Certifications as required by the Institute.
- Excellent writing, communication and interpersonal skills.
- Ability to engage, influence and work positively with a wide range of people.
- Ability to work independently as well as take direction and work collaboratively across divisional and departmental boundaries.
- Excellent organisational skills and the ability to effectively prioritise.
- Ability to manage change and adapt to a fast-changing environment.

Personal qualities

- Welcoming and hospitable attitude.
- Ability to own and find solutions to problems.

- Commitment to living the Institute's values: Dare to be different; Make it happen; and Don't be mean.
- Enthusiasm and empathy for the Institute's purpose and values.
- Genuine commitment to equal opportunities, widening participation and the Institute's Inclusive Learning Environment.
- Good time management, with an ability to work under pressure and meet tight deadlines, whilst maintaining high attention to detail.

Desirable criteria [i.e. the criteria that it is desirable (but not essential) that an applicant should satisfy]

Qualifications

- None.

Experience and attributes

- None.

Personal qualities

- None

Guaranteed Interview Scheme for applicants with a disability and other related information

We actively encourage applications from persons with a disability.

If an applicant with a disability meets the essential criteria for the job (as set out within the Person Specification), they will be provided with the opportunity to demonstrate their abilities at an interview under our Guaranteed Interview Scheme.

In order to request a guaranteed interview, to obtain documentation in a different format, to ask for support or to discuss any issues around reasonable adjustments, in the first instance, please contact Antony Charles, Head of People and Development at antony.charles@bil.ac.uk. Please refer to our [Staff Recruitment and Development Policy](#) for further information.