**RECRUITMENT PACK**

**This document includes the following information:**

* Job Description
* Person Specification
* Additional information

**Making an application:**

**Please complete the short on-line application form and attach the following 3 documents:**

a) A covering letter setting out how you meet the requirements of the role as set out in the person specification.

b) A full curriculum vitae (CV) including any publications. You should provide information on the range and content of your teaching and supervision experience, as well as on curriculum development.

c) An education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education and how it draws on pedagogical research. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.

Shortlisting is undertaken by a panel after the closing date on the basis of information provided and failure to upload the requested documents will result in an application being rejected.

External assessor’s reports will be requested for shortlisted candidates as part of the selection process for this role. External assessors are provided with the CV only, and asked to comment on candidate’s suitability for the role against the published job description and criteria. If you have any queries regarding this, please contact resourcing@essex.ac.uk

**We recommend that you take a copy of this recruitment pack to help with your preparation.**

**Our commitment to Equality, Diversity and Inclusion**

The [diversity of our community](https://www.essex.ac.uk/jobs/diversity) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

We recognise the value that diversity brings and so we want to recruit, develop, retain and motivate an increasingly diverse workforce. We also want to attract people who will be good citizens, who will contribute to the life of the University and whose behaviour will have a positive impact on those around them.

Our [Strategy](https://www.essex.ac.uk/governance-and-strategy/university-strategy/people) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [**AccessAble**](http://www.disabledgo.com/en/org/university-of-essex) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

**Closing Date:**

**Interviews are planned for:**

**Expected start date:**

**University of Essex**

JOB DESCRIPTION

|  |  |
| --- | --- |
| **Job Title and Grade:**  | Senior Lecturer (ASE); Grade 10 |
| **Contract:**  |  |
| **Hours:**  |  |
| **Salary:**  |  |
| **Department/Section:**  |  |
| **Responsible to:**  | Head of Department (HoD) |
| **Purpose of role:** | *[to be added by the department for each specific recruitment campaign]* |

Context

*Use this space to describe the department/school/section context*. *Include any additional information about the role that applicants need to be aware of when applying.*

KEY RESPONSIBILITIES OF THE POST

* To contribute to excellence in education through successful and sustained engagement in curriculum development, undergraduate and postgraduate teaching, and supervision at both an individual and a strategic level.
* To engage in individual or collaborative pedagogic and practitioner research resulting in internationally excellent publications.
* To provide leadership for education initiatives that will enhance the profile of the department.
* To undertake leadership duties related to education appropriate to career stage and as allocated by the Head of Department.
* To contribute to the development of the University’s national and international reputation and profile.

*Use this space to include any additional responsibilities*

main duties OF THE POST

**Education**

* To design and deliver a broad range of innovative teaching at both undergraduate and postgraduate levels.
* To make significant research-led and pedagogically-informed contributions to module/curriculum design and development.
* To lead the design and delivery of assessment strategies in the department/faculty (e.g. through the setting, marking and moderation of exams and coursework).

* To support faculty and departmental quality assurance standards and procedures to ensure that teaching and learning support meets the standards expected within a research-led university.
* To engage in sustained, influential and successful ways with substantive teaching and learning support roles in the department, including those which involve the organisation, leadership and/or management of specific aspects of teaching and learning provision.
* To develop a thorough understanding of how effective approaches to teaching and learning support make key contributions to student learning across the University.
* To contribute actively to the co-ordination, support, supervision, management and/or mentoring of others (whether individual and/or teams) in relation to teaching and learning as directed by their Head of Department.

*Use this space to include any additional duties*

**Leadership and Citizenship**

* To undertake leadership of specific, significant areas of organisational activity within the department (e.g. recruitment, admissions, acting as undergraduate or postgraduate director) as may be reasonably required by the Head of Department.
* To undertake a senior leadership role within the department such as Director of Education or Director of Employability, responsible for a substantial area of curricula and/or cross-departmental projects, identifying areas for improvement and taking action as agreed with the Head of Department.
* To demonstrate an active commitment to, and engagement in, continuing professional development related to academic, institutional and/or other professional practices, and to encourage this actively in others.
* To ensure knowledge and skills relevant to the profession are up-to-date and applied in education and research, and that the implications of quality assurance and quality enhancement for professional practice are fully understood.

*Use this space to include any additional duties*

**Scholarship and Professional Practice**

* To champion an integrated approach to academic practice across the University and/or externally.
* To make a significant contribution to your individual field of expertise at a national level through pedagogic and practitioner research as well as scholarship in the subject area.
* To disseminate best practice education practices and academic scholarship both within and outside the organisation; and to present papers at conferences both nationally and internationally.
* To publish scholarly research which is critical, reflective and evaluative of teaching, and which advances our ideas on how a subject should be taught.
* To identify opportunities and lead bids for funding to support teaching and scholarship at departmental, institutional or national level.
* To develop an established reputation and portfolio with internal and external networks and establish links with relevant academic and professional bodies, contacts and employers leading to financial, reputational or other significant benefits to the University.
* To engage actively in reflective practice and continuing professional development in relevant subjects/disciplines and your pedagogy, incorporating the outcomes from research, scholarship and the evaluation of professional practice.

*Use this space to include any additional duties*

*These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.*

Terms of Appointment

For a full description of the terms of appointment for this post please visit our [website](https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract).

**University of Essex**

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **JOB TITLE:** Senior Lecturer (ASE); Grade 10 | **POST REF: xxxxx** |

|  |  |  |
| --- | --- | --- |
| Qualifications / PROFESSIONAL RECOGNITION | **Essential** | **Desirable** |
| * Relevant doctoral level degree in XXX or equivalent professional experience or practice.
 | X |  |
| * Fellowship of the Higher Education Academy or the ability to gain professional recognition at this or a higher level if appropriate.
 | X |  |
| * *[Additional requirements can be added here]*
 |  |  |
| Experience/Knowledge | **Essential** | **Desirable** |
| * Substantial experience of teaching at both undergraduate and postgraduate levels, incorporating aspects of the organisation, leadership and/or management of teaching.
 | X |  |
| * A thorough understanding of how effective approaches to teaching and learning support contribute to student learning.
 | X |  |
| * Successful experience of having co-ordinated, supported, supervised, managed and/or mentored others (whether individuals or teams) in relation to teaching and learning [education], or clear potential in this area.
 | X  |  |
| * Experience of learning support advisory responsibility within an institution.
 |  X |  |
| * Significant leadership within professional practice.
 |  X |  |
| * An established professional reputation in a relevant area of professional practice.
 |  X |  |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| Skills/Abilities | **Essential** | **Desirable** |
| * A record of, or demonstrable potential for, academic leadership.
 | X |  |
| * The ability and willingness to complement and enhance the department/school’s research and education strengths and areas of planned development.
 | X |  |
| * Strong communication skills, both written and verbal
 | X |  |
| * Active commitment to the development of high-quality, innovative teaching and learning support at strategic level as well as at the individual.
 | X |  |
| * A well-developed and well-articulated teaching ethos or philosophy informed by appropriate pedagogies, research/scholarship and/or professional practice.
 | X |  |
| * A commitment to the on-going evaluation of their own teaching and an ability to do this effectively, with the support of others where appropriate.
 | X |  |
| * An experienced subject mentor with experience of supporting those new to teaching.
 | X |  |
| * An appreciation of the value of appropriate learning technologies and an ability and/or willingness to deploy these when relevant.
 | X |  |
| * Evidence of substantial contribution to the development of professional policy or practice at a regional, national or international level.
 | X |  |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| * *[Additional requirements can be added here]*
 |  |  |
| PROFESSIONAL VALUES | **Essential** | **Desirable** |
| * A commitment to helping develop dynamic communities of research and education at the University, through inter-disciplinary collaboration where appropriate.
 | X |  |
| * A willingness to participate in extra curricula departmental activities (e.g. events supporting recruitment, welcome and employability).
 | X |  |
| * A strong and well-articulated commitment to the University’s values and mission to deliver excellence in both education and research (integrated academic practice).
 | X |  |
| * A commitment to respect individual learners and diverse learning communities and to promote participation in higher education and equality of opportunity for all learners via student-centred practice.
 | X |  |
| * A commitment to using evidence-informed approaches and the outcomes from research, scholarship and continuing professional development in their academic practice.
 | X |  |
| * A commitment to supporting and/or mentoring others, especially those new to teaching/early career.
 | X |  |
| * An acknowledgement of the wider context in which higher education operates, recognising the implication for professional practice.
 | X |  |
| * To be committed to sustainable education practice as defined in the University’s Sustainability Sub-Strategy and our goal of achieving net zero by 2035.
 | X |  |
| * *[Additional requirements can be added here]*
 |  |  |
| ELIGIBILITY | **Essential** | **Desirable** |
| * The ability to meet UK ‘right to work’ requirements.\*
 | X |  |
| * *[Additional requirements can be added here]*
 |  |  |

\* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa)

**ADDITIONAL INFORMATION**

**Department**

You can find more information about the department on our website:

*Add link in here*

**Our Strategy**

Please find a link to our Strategy webpages below:

<https://www.essex.ac.uk/about/university-strategy>

**General information**

Informal enquiries may be made to <Name>, <Job Title> (telephone: XXXX XXXXX e-mail: XXXXX@essex.ac.uk). However, all applications must be made online.

At the University of Essex we use consistent language and terminology that articulates more clearly the responsibilities for education, research and leadership/citizenship associated with each academic role. This will help new colleagues to understand the University values from the moment they engage either as an applicant or new colleague, and help them to understand the future career pathways available to them as they become more established in their role.

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance.  In addition to this, there are performance related annual pay review schemes in place.

**Benefits**

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

* Pension scheme
* Generous holiday entitlement
* Competitive salaries
* Training and development
* Family Friendly policies
* On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
* Relocation support package for qualifying staff
* Interest free season ticket loan
* Range of optional salary exchange tax benefits (pension and bicycle schemes)

**Staff communities, networks and forums**

We are proud to have a number of [staff Networks](https://www.essex.ac.uk/staff/forums-and-networks) including: [Access Forum](http://www.essex.ac.uk/access/access_forum/default.aspx), [Black Asian and Minority Ethnic community Staff Forum](https://www.essex.ac.uk/staff/forums-and-networks/bame-staff-forum), [Essex Women's Network](http://www.essex.ac.uk/equality/forums/essex-womens-network.aspx), [Global Forum](http://www.essex.ac.uk/equality/forums/global/default.aspx),  [LGBTQ+ and Allies Community](https://www.essex.ac.uk/staff/forums-and-networks/lgbtq-staff-forum) and [Parent's Support Network](http://www.essex.ac.uk/equality/forums/support-for-parents.aspx).

Our Colchester campus based [Faith Centre](https://www.essex.ac.uk/life/student-facilities/religion-and-faith) hosts regular services, meetings and events organised by our chaplains and faith representatives.

**This document is produced by:**

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**Last updated: 13 May 2022**