

RECRUITMENT PACK



This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

Please email the documents requested below to:
Kate Rockett, Head of Department - kerock@essex.ac.uk

- A covering letter setting out how you meet the requirements of the role as set out in the person specification.
- 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.
- 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 send the requested documents will result in an application being rejected.

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

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

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 [DisabledGo](http://DisabledGo.com) 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 emailed 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: 28 May 2019

Interviews are planned for: To be confirmed



JOB DESCRIPTION – Job ref (REQ02668)

Job Title and Grade:	Fixed-Term Teacher of Economics Grade 8
Contract:	Fixed Term, Full-time or Part-time until 31 July 2019 in the first instance, due to a short-term need. Please see General Information for more details.
Hours:	A notional minimum of 36 hours for full-time
Salary:	£33,199 – £39,609 per annum (pro-rata for part-time)
Department/Section:	Economics
Responsible to:	Head of Department
Reports on a day to day basis to:	Module Leader(s)
Purpose of job:	The post holder will be required to teach support classes and labs to Economics students, in particular with STATA programming. It may also include providing support for marking, feedback on exams and papers, support for administrative staff on any student-related issues including graduation; scoping of future activities with external partner organisations, scoping of possible future academic programmes, and contacting applicants as part of conversion activities.

Duties of the Post:

The main duties of the post will include:

1. Teaching support classes and labs to Economics students, and desirably, STATA programming support.
2. Marking and giving feedback on examinations.
3. Providing weekly academic support hours and additional support classes as required.
4. Attending relevant meetings, briefings, standardisation sessions, training etc. as and when required.
5. Supporting administrative staff on student-facing activities including graduation.
6. Liaising with the Module Leader, Course Director and administrators as required.
7. Scoping activities related to external partner organisations and future programmes.
8. Conversion activities and integration of students into their final year at Essex.
9. Adhering to relevant policies and procedures to ensure quality education standards are upheld.

Any other duties as may be assigned from time to time by the Head of Department or their nominee.

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:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>



PERSON SPECIFICATION

JOB TITLE: Fixed-Term Teacher of Economics

Qualifications/Training

	Essential	Desirable
▪ A PhD degree in a relevant discipline or equivalent qualification or being close to completion of degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ PGCE or other Teaching qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of teaching in a Higher Education environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of teaching / tutoring in a relevant discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good knowledge of the requirement of undergraduate Economics	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ An understanding of a range of different teaching methodologies and how to apply them to facilitate an effective learning environment for students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in teaching in a variety of modes (lectures, tutorials, seminars)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of marking undergraduate coursework and/or examinations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Working knowledge of computer skills: Word, Excel, and PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of STATA programming	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent communication skills in English – both oral and written	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work independently and as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to adapt teaching to the needs of speakers of English as an additional language	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Commitment to develop one's teaching practice, including a reflective approach to teaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Flexibility and adaptability in teaching style	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that 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. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

May 2019

ADDITIONAL INFORMATION

Department of Economics

You can find more information about the department at the following link <https://www.essex.ac.uk/departments/economics> and details of the modules within the Economics Department can be found here <https://www1.essex.ac.uk/modules/default.aspx>

General information

The Department of Economics is seeking teaching support during the summer of the 2018-2019 academic year. The core work will be carried out before 31 July 2019.

It is anticipated that these appointments will be made on a full-time basis, however we would welcome applications from candidates who are interested in part-time working hours. Please state, when applying for the role, if you wish to be considered for a full-time or part-time position, providing the maximum number of hours per week you wish to be considered for if applying for part-time.

Whilst the working pattern may vary from time to time to meet the requirements of the Department, the post-holder will be paid a fixed monthly salary based on the total contracted hours for the duration of the appointment.

Informal enquiries may be made to Christina Turner, Deputy Departmental Manager for Economics (telephone: 01206 873943, e-mail: c.turner@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

Pay and benefits

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.

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
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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