

Post Details	Last Updated: 25/11/2022	
Faculty/Administrative/Service Department:	Department of Mathematics	
Job Title:	Lecturer (B) (Teaching Track)	
Job Family & Job Level	Research and Teaching	Level 5
Responsible to:	Head of Department or Faculty	
Responsible for:	Teaching staff in the Department or School. May supervise other staff.	
Job Summary and Purpose		
To have significant input to teaching at undergraduate and postgraduate level.		
To make a significant contribution to Faculty/Department management and administration as appropriate.		
Main Responsibilities and Activities		
Teaching delivery and development:		
Develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.		
Assist in the development of curricula and lead on programme and course innovations whilst taking responsibility for the quality of programmes developed.		
Plan, deliver and critically review a range of teaching and learning activities including lectures. Contribute to the development of the Faculty's Teaching and Learning Strategy.		
Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics.		
Develop appropriate criteria for the assessment of programmes of work, practical sessions, fieldwork and examinations in subject specialism, and provide appropriate protocols for excellent feedback to students.		
Continually update knowledge and understanding in subject specialism and apply to course of study.		
Extend transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice.		
Engage in professional and pedagogical research to support subject specialism teaching and learning activities.		
Conduct individual or collaborative projects related to discipline or pedagogy.		
Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.		
Student pastoral care		
Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.		
Act as personal tutor and give first line support before referring students on to appropriate services.		
Management and Administration		
Take on administrative duties such as Examination Officer and Timetabling Officer which contribute to the efficient management and administration of the Faculty/Department.		

Be fully involved with students at all levels of support.

Active involvement in academic, professional or clinical networks in the discipline and start to undertake leadership roles in these networks.

Person Specification

Post holders are expected to hold a degree, higher degree or appropriate equivalent professional qualification (with an expectation of holding a higher degree for those teaching at post graduate level).

Post holder to demonstrate:

- Evidence of high level of teaching and presentational skills
- Evidence of administrative/organisational skills
- Evidence of knowledge and understanding of current developments in the relevant discipline or profession.

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is essential.

Relationships and Contacts

Post holder to be a member of Faculty committees relevant to administrative duties, e.g. Faculty Board of Studies and Examination Board.

Teaching and Administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching Committee or similar body.

Special Requirements

The post holder is expected to work outside normal office hours as necessary.

The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.

If it is agreed by the line manager that the post holder will be carrying out research, time will be identified to enable this to take place and appraisal targets will be set accordingly.

All Staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.

Undertake such other duties within the scope of the post as may be requested by your Manager.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy

Addendum This document provides additional information relating to both specific aspects of the post/Faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose.

Job Title:

Lecturer (B)
(Mathematics)

Background Information/Relationships

The Department of Mathematics is part of the School of Mathematics & Physics, a lively and friendly school with about 60 Academics and 100 PhD students. As a teaching fellow you will assist with the delivery of our undergraduate (BSc and MMath) programmes in Mathematics, Mathematics with Statistics and Financial Mathematics, which all have a consistently high level of student satisfaction.

Typical teaching duties are:

- To deliver two undergraduate modules
- To teach small group tutorials.
- To provide academic advice to individual students.

In more detail, this includes:

- Preparing and delivering lectures and other taught course materials (based on existing lecture notes), including those for formative and summative assessment.
- Providing summative and formative assessment, usually via examination, in-semester tests and coursework (some teaching support in the form of postgraduate marking assistants is available).
- Delivering small group year 1 tutorials.
- Supporting students in their transition from School/College to University study and providing academic advice during their studies,

Typical administrative duties include contributing to the department's admissions activities and undertake other duties commensurate with the position of Teaching Fellow as agreed by the post holder and the Head of Department. In more detail, this can involve:

- Attending all relevant staff meetings, including Boards of Studies and Boards of Examiners.

This is temporary position for 1FTE. Within the constraints of the need to be available for teaching during semester time, the Department is very willing to consider applicants looking for flexible working hours. The Teaching Fellow reports to the Head of School, who may delegate to the Director of Learning and Teaching or other senior staff in the School.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Job Purpose.	
	Essential/ Desirable
PhD in Mathematics, Statistics or a closely related discipline.	E
Experience of delivering and assessing mathematical/statistical material at HE Level.	E
Excellent communication skills	E
Ability to perform all necessary administrative tasks related to lecturing, class teaching and individual tutoring.	E
Ability and willingness to work as part of a team in assisting the smooth running of the Department.	E
Experience of advising individual students on all aspects of their studies	D