

Post Details		Last Updated: July 2024	
<b>Faculty/Administrative/Service Department:</b>	Library and Learning Services (LLS)		
<b>Job Title:</b>	Lecturer in Learning Development (Foundation Programme)		
<b>Job Family &amp; Job Level</b>	Research and Teaching	5	
<b>Responsible to:</b>	Associate Director (Learning Development), Library & Learning Services		
<b>Responsible for:</b>	Not applicable		
<b>Background Information/Relationships</b>			
<p>The University of Surrey's Foundation programmes are offered across a range of departments within the University and provide the best possible preparation for degree level study. These programmes offer an exciting route into studying for a degree, attracting ambitious and driven students who are willing to learn and advance.</p> <p>The programmes employ an innovative, sector-leading approach in which each Lecturer in Learning Development (Foundation Year) is fully integrated within the subject teaching team responsible for delivery of the programme.</p> <p>While a single role, the Lecturers in Learning Development are approximately 8/10<sup>ths</sup> based in the relevant School(s) or Department(s) and 2/10<sup>ths</sup> within the Library's Academic Skills and Development team, supporting Foundation students' learning additional to that which can be addressed within the curriculum, as well as sharing practice and collaborating with Learning Development colleagues (including across the Foundation programmes), and undertaking professional development activities and pedagogic research.</p>			
<b>Main Responsibilities/Activities</b>			
<u>Teaching delivery and development:</u>			
Contribute to the development, implementation, delivery and review of programmes designed to prepare promising and ambitious learners at level 3 to excel at degree-level study. Facilitating this transition is critical to the role.			
<u>Duties and responsibilities:</u>			
Learning and Teaching			
<u>The successful applicant will be expected to:</u>			
<ul style="list-style-type: none"> <li>- Work collaboratively with colleagues on the Foundation programme in the design, development and delivery of learning, teaching and assessment activities.</li> <li>- Lead in building strong, subject-contextualised and innovative formative learning and assessment opportunities throughout the programme.</li> <li>- Contribute to the regular evaluation and development of the programme, in terms of optimising learning development activities, delivery and assessment.</li> <li>- Develop and promote pedagogically informed and effective methods in teaching, learning and assessment, identifying solutions relating to learning development good practices.</li> <li>- Work collaboratively with colleagues across the programme strands to develop inclusive, student-centred and engaging whole-curriculum developmental approaches to learning, teaching and assessment, building in appropriate:               <ul style="list-style-type: none"> <li>a. diversity of learning and assessment opportunities and experiences which acknowledge/embrace diverse student characteristics, prior knowledge and varied learning preferences,</li> </ul> </li> </ul>			

b. emphasis on engaging students as active learners.

- Identify and pursue opportunities to work with students as partners in aspects of ongoing pedagogic/curriculum development.
- Develop teaching methods, materials, technologies and learning environments which enhance students' learning opportunities, critical development and active engagement with the programme.
- Be actively engaged in the development and application of digital- and electronically-based teaching, learning and assessment techniques.
- Take part in the review of all learning and teaching activities, working with the Programme Lead and other teaching colleagues on the programme, as well as with the Associate Director (Learning Development).
- Share practice, and collaborate, with Lecturers in Learning Development in other Foundation Programmes and with Learning Development colleagues in Academic Skills and Development (AS&D) and Maths and Statistics Advice (MASA), disseminating good practices and approaches within the Foundation Programme teaching team.
- Provide academic support and advice to students on the Foundation Programme, both in-programme and in additional advisory work undertaken from within AS&D.
- Continually update knowledge and understanding in the fields of student learning development, transitions and learning and teaching in HE.
- Contribute to the development of Department/Faculty learning, teaching and assessment strategies and wider discussion of educational issues within the University and beyond.
- Actively work with colleagues across the University to ensure that the requirements of widening participation students are fully supported.
- Undertake pedagogic research related to teaching activities, for conference presentations and publication.
- Take on academic roles within the department, such as personal tutoring.

#### **Other related activities and functions**

The successful applicant will be expected to:

- Take part in Faculty Learning and Teaching Committees, Boards of Study and Learning Development team meetings as required.
- Engage in Staff Development programmes which are consistent with the needs and aspirations of the member of staff and the department.
- Undertake such other duties as may be reasonably requested by the Associate Director (Learning Development) and Programme Lead that are commensurate with the nature and grade of the post.

**Additional responsibilities**

The successful applicant will be expected to:

- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

**Person Specification**

The successful applicant will be expected to:

- Be educated to degree level or equivalent.
- Have an HE learning and teaching qualification, e.g. Postgraduate/Graduate Certificate, or equivalent.
- EITHER/OR:
  - o be educated to degree level or higher in
  - o have extensive demonstrable experience of learning developmental (academic study skills/advisory) work with HE students inthe subject(s) or appropriately related discipline(s).
- Have at least two years' experience of working as a student learning developer (academic study skills/advisory work), or in a comparable role, in an HE setting.
- Be experienced in developing students towards reaching their full potential.
- Be committed to inclusive, student-centred and innovative approaches to curriculum development (learning, teaching and assessment).
- Have significant experience in working with students from diverse backgrounds/with varied prior life and learning experiences.
- Demonstrate understanding of the diverse learning development needs of students entering HE from non-traditional or under-represented constituencies.
- Be a creative thinker, able to develop and support appropriate and innovative approaches that will be of benefit to students and staff.
- Have excellent communication and presentation skills and the ability to inspire and motivate students – and colleagues.

Teaching and administrative duties will be agreed by the Programme Lead and Associate Director (Learning Development).

**Special Requirements**

The postholder will be expected to contribute to activities in support of the programme, including taking part in open days and other University events, which may take place outside of normal working hours.

**All Staff are expected to:**

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University's 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:

- Attend required Health and Safety training as part of probation and induction and as duties and techniques change.
- Follow local codes of safe working practices and University Health and Safety Policy.