

Post Details		Last Updated: 14/04/2025	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences		
Job Title:	Lecturer (B) in Psychology (Teaching Track)		
Job Family & Job Level	Research and Teaching	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 in Psychology
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Background Information/Relationships

This post will contribute to the organisation and delivery of the master's in Clinical Psychology and Mental Health Programme.

They will be responsible for running a number of modules on the programme

The role will require developing the curriculum and assessment patterns for the modules and collaborating with colleagues within the School of Psychology to ensure a coherent overall training experience.

You will also be expected to deliver lectures in your specialist area/s and support the development of foundational clinical skills.

The post holder will be expected to contribute to the administration and marking of student academic assignments and research.

The post holder will be expected to be a personal tutor for a number of the students on this programme.

In relation to research, you will be expected to contribute to the supervision of student research projects in your area of expertise.

Responsible for:

The development and delivery of a number of clinically relevant modules alongside contributing quality assurance processes associated with the programmes. Supporting student engagement to ensure an excellent trainee experience.

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
Honours degree in Psychology or in a related field	E
Experience of teaching on Master and Undergraduate programmes in the UK	E
Evidence of familiarity with working with or alongside Health and Social Care professionals	E
Evidence of a strong commitment to supporting Equality, Diversity and inclusion	E
Skills and experience in project management and implementation	E
Experience of Curriculum development	E
Evidence of an interest and commitment to clinically relevant research	E
Evidence of undertaking and publishing research	D

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities. This should be read in conjunction with those contained within the accompanying generic Job Purpose.

- Responsible for the development of specific modules and their assessment patterns. Liaise with the programme lead over Exams/assessments, to coordinate assessment deadlines.
- Collaborate with the Programme Lead to develop the assessment timetable, and ensure the module is compliant with the Code of Practice. Contribute to the generation and updating and dissemination of Programme Handbooks
- Contribute to the overall student experience, being responsive to student feedback, using this to improve their experience. Generate modifications which can be taken to a timely Board of Studies.
- Admissions: Contribute the recruitment of students preparing/revising materials to deliver at Open Days, and contribute to the delivery of Open Days

Communication

- Liaise with course reps and staff to ensure smooth and consistent running of the programme.
- Contribute to the running of an open MSc forum several times per semester to discuss salient issues.
- Ensure SurreyLearn is regularly updated with key course-specific documents and information.
- Attend SSLC meetings with course reps to discuss issues, resolving any that can be dealt with outside SSLC/BoS.
- Induct students at the beginning of the module regarding expectations for engagement and relevant procedural issues e.g., assignment submission.
- Liaise with members of staff to ensure the smooth running of the programme (deadlines, student attendance, organisation etc.).
- Promote PTES and encourage completion.
- Manage Welcome week events and pre-semester 2 updates.

Student progress and pastoral support

- Facilitate student access to address general queries/concerns. . Signpost to sources of support as appropriate, or personally follow up on major issues and especially staff/curriculum related issues.
- Liaise with Senior Personal Tutor to provide support and follow up on individual student issues, particularly where there is risk of non-engagement or non-progression.
- Liaise with other student support services- meeting with colleagues in FHMS Hive, Student Health Care / ALS, and Registry where appropriate
- Identifying 'at risk' students and liaising with the Exams Officer and students for Student Success intervention.
- Represent the module at all relevant exam boards. Make note of any student at risk of non-progression at exam boards and ensure that their personal tutor or SPT has contacted them to see if they have ECs etc.
- Liaise with SPT to ensure non-engagement with PT meetings is reviewed and followed up with students (with non-engagement letters for repeated non-attendance).

The above list of responsibilities reflects the core activities of the role and may not be exhaustive. The post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post. In addition, the post-holder will be expected to undertake other roles on the programme, such as line management and clinical competency assessment for a group of trainees, and research supervision.