

Post Details		Last Updated: 01/06/2016
Faculty/Administrative/Service Department:		
Job Title:	Lecturer (A) (Teaching Track)	
Job Family & Job Level	Research and Teaching	
Responsible to:	Head of Department or Faculty	
Responsible for:	Not applicable	
Job Summary and Purpose To have significant input to the teaching at undergraduate and postgraduate level. To participate in appropriate level of Faculty/Department management and administration. Duties may be carried out with the guidance of a mentor, if required.		
Main Responsibilities and Activities Teaching delivery and development: Assist in developing teaching methods, materials and technologies to enhance the student learning experience. Assist in curriculum and course innovation and the design of programmes, sharing and contributing to responsibility for the quality of the delivery of these programmes. Plan, deliver and critically review a range of teaching and assessment activities including lectures. Assist in the development of innovative and relevant teaching, learning and assessment techniques. Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism. Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback. Continually update subject knowledge and understanding and apply advances to programme development. Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate. 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 specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department. Grow personal involvement with academic, professional or clinical networks in the discipline.		
Person Specification Post holder must possess an honours degree or appropriate equivalent professional qualification or be working towards a higher degree or equivalent higher professional qualification as appropriate. Post holder to demonstrate: <ul style="list-style-type: none"> • Evidence of teaching and presentational skills or the potential to acquire these. • Evidence of administrative/organisational skills or the potential to acquire these. • Evidence of familiarity with current developments in the relevant discipline or profession. A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable, if such a qualification has not been attained the candidate will be expected to complete the University Graduate Certificate by the end of their first year of employment with the University.		
Relationships and Contacts Participate in Faculty committees relevant to teaching, learning and 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'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

Post Details		Last Updated: 01/06/2016	
Faculty/Administrative/Service Department:			
Job Title:		Lecturer (B) (Teaching Track)	
Job Family & Job Level		Research and Teaching	
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: <ul style="list-style-type: none">• 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 Role Profile.

Job Title:

Lecturer in Accounting (Teaching Track)

Background Information/Relationships

Surrey Business School is a mid-sized business school with over 150 academic staff members from around the globe, and a highly cohesive and collegial atmosphere. The school is accredited by AACSB, AMBA and holds the Advance HE Athena SWAN bronze award. We inspire positive change in business and society, individuals and organisations, locally and globally by blending the rigour of high-quality impactful research with excellent teaching and the strengths of a technology-led university. We are ranked in the top 10 for business and economics in the United Kingdom by the [Times Higher Education World University Rankings 2023](#) by subject. Our results in the Research Excellence Framework 2021 place us 19th overall in the UK, 10th in the UK for research outputs and 16th in the UK for research impact.

The School's strengths are in digital innovation and technological transformation, international trade, leadership and organizational psychology and sustainability. Set in the beautiful countryside of Surrey with the convenience of bustling Guildford on your doorstep and London just 34 minutes away by train, the University of Surrey is an outstanding international University with an enterprising spirit. The school runs a full range of programmes including undergraduate, postgraduate and MBA programmes, as well as a PhD programme. The School works closely with a network of business partners and other stakeholders, boasting strong links with many technology-oriented start-ups and established firms in London, and the South-East of England.

Job Summary and Purpose

- To make a major contribution to teaching development at undergraduate and postgraduate level.
- To lead in faculty/department management and administration at an appropriate level.

The post holder will be a member of the Finance and Accounting Discipline.

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 Role Profile.

	Essential/ Desirable
Evidence of knowledge and understanding of current developments in accounting.	Essential
Willingness to contribute to programme management, support and development.	Essential
Evidence of high level of teaching and presentational skills.	Essential
Experience of teaching in HE/professional education.	Essential
Postgraduate qualification/professional qualification (such as ACCA, ICAEW, ICAS, CIMA).	Essential
Willingness to undertake administrative duties within the department.	Essential
Evidence of scholarly knowledge in the relevant field.	Desirable
Experience teaching Accounting.	Desirable
Special Requirements	
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.	Essential
The post holder is expected to work outside normal office hours as necessary.	Essential

Practice experience in business/industry or working closely with business/industry in education/research.	Desirable
Experience in teaching on executive education.	Desirable
The post holder is expected to spend time developing business relationships and working with industry.	Essential

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 (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

Teaching delivery and development

- Contribute to teaching at both undergraduate and postgraduate levels in accounting.
- Demonstrate currency of knowledge in relation to developments in accounting practice.
- Show experience in and dedication to providing a high-quality student experience.
- Lead innovation in curriculum development and design programmes that keep the Department/faculty at the leading edge of the discipline. Take responsibility for the quality of curriculum development and programme designs.
- Give leadership to sustained development of teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.
- Lead on the maintaining of quality and standards for the delivery of programmes.
- Critical review of teaching and learning activities as directed by the Dean, e.g. improvement mechanisms following analysis of MEQ data.
- Lead and influence the development and application of digital and electronically based teaching, learning and assessment techniques.
- Undertake and support the development of 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. Critically evaluate the impact of the assessment criteria.
- Where appropriate act as a University delegate during teach out period with associated institutions.
- Continually update knowledge and understanding in the field or specialism. Extend, transform and apply knowledge from pedagogical development to teaching, learning and electronic environments, as part of an integrated approach to academic practice and look towards enhancing the reputation of the Faculty and University nationally and internationally.
- Seek to publish pedagogical findings in appropriate peer reviewed HE journals, textbooks or monographs. Seek to contribute to an editorial board for an educational journal.
- Conduct individual or collaborative scholarly projects related to their discipline and/or be researching pedagogic issues related to their academic discipline and communicating their findings widely within and outside the University.
- Participate in occasional student-focused activities that take place at weekends or evenings such as Open Days.
- Actively contribute to the development of Department/School and Faculty teaching and learning strategies and wider discussion of educational issues within the University and outside.
- Participate in and develop external networks for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects or build external relationships for future activities.
- Maintain and develop professional expertise and registration requirements with an appropriate professional body.

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.

To contribute to the efficient management and administration of the School, Faculty, the University, and the wider academic community

- Be willing to take administrative responsibility such as Education Lead at the Department Level
- Be involved in academic, professional or clinical networks in the discipline and take leading roles in these networks.
- Lead on the advice, supervision and guidance to peers and colleagues and direct support for their innovations within pedagogical developments.
- Be willing to provide academic service in areas of importance to the Department and the School, e.g. programme directorship on a UG or PG level.
- Take a leading role in contributing to the online presence of the Department and its activities

N.B. The above list is not exhaustive

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