

Post Details		Last Updated: 29/05/2025	
Faculty/Administrative/Service Department:	Education		
Job Title:	Lecturer (B) in Higher Education (Maternity Cover) (Teaching Track)		
Job Family & Job Level	Research and Teaching		
Responsible to:	Head of Educational Development and Research, Surrey Institute of Education (SloE)		
Responsible for:	Teaching staff in the Department or School. May supervise other staff.		
Job Summary and Purpose To have significant input to teaching at the postgraduate level and supporting academic staff development across the university To make a significant contribution to the Surrey Institute of Education (SloE) management and administration as appropriate.			
Main Responsibilities and Activities			
Teaching delivery and development: Develop teaching methods, materials, technologies and learning environments which enhance 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 University's Education 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 the process of admissions and examinations which contribute to the efficient management and administration of the Surrey Institute of Education.

Be fully involved with students at all levels of support.

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

Support the academic development of staff across the university and in the faculties.

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

The post holder will be a member of such SloE Committees as may be relevant to their administrative duties, for example Faculty Education Committees, Examination Boards. New appointees will be assigned a senior colleague to guide their development and aid their integration into SloE and university. Teaching and administrative duties will be allocated by the Head of Educational Development and Research, within the context of the teaching programmes. Post holder will support Faculty and the University in its academic development.

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 B in Higher Education (Maternity Cover)

Background Information

The post-holder will contribute to teaching on the Postgraduate Certificate in Learning and Teaching, MA in Higher and Professional Education, MA in Education, deliver seminars, run workshops and assist with other educational activities in the Surrey Institute of Education and support Faculties in their academic development.

Please note that this is a 1.0 FTE fixed term post for 6 months.

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

A doctoral degree in a relevant discipline, or working towards a doctoral degree.
(Consideration may also be given to individuals who do not hold a doctoral degree but have required skills based on a number of years' experience in relevant fields.)

D

Teaching qualification (e.g. Graduate Certificate or Postgraduate Certificate in Learning and Teaching in Higher Education, and/or Fellowship of the Higher Education Academy)

E

Sound knowledge of theory and practice in higher education

E

Experience of teaching diverse audiences in higher education

E

Experience of teaching on Advance HE accredited programs

D

Experience of mentoring colleagues in their teaching within an HE environment

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 Role Profile.

- To teach on the Postgraduate Certificate in Learning and Teaching
- To contribute to workshops in learning and teaching and/or MA in Higher and Professional Education/ MA in Education
- To act as a tutor to colleagues taking part in the departmental programs
- To mark and assess work produced in department activities
- To support the academic development of staff in the faculties and across the university
- To contribute to educational activities in the Surrey Institute of Education

N.B. The above list is not exhaustive.