

Post Details		Last Updated: 01/06/2016	
Faculty/Administrative/Service Department:	Faculty of Arts, Business and Social Sciences		
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			
<p>To have significant input to teaching at undergraduate and postgraduate level.</p> <p>To make a significant contribution to Faculty/Department management and administration as appropriate.</p>			
Main Responsibilities and Activities			
Teaching delivery and development:			
<p>Develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students.</p> <p>Assist in the development of curricula and lead on programme and course innovations whilst taking responsibility for the quality of programmes developed.</p> <p>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.</p> <p>Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics.</p> <p>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.</p> <p>Continually update knowledge and understanding in subject specialism and apply to course of study.</p> <p>Extend transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice.</p> <p>Engage in professional and pedagogical research to support subject specialism teaching and learning activities.</p> <p>Conduct individual or collaborative projects related to discipline or pedagogy.</p> <p>Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.</p>			
Student pastoral care			
<p>Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.</p> <p>Act as personal tutor and give first line support before referring students on to appropriate services.</p>			

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 Aviation Management (Teaching track)
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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 seeking applications for a Lecturer in Aviation Management. The post holder will join a world-class group of scholars in [Surrey Hospitality and Tourism Management](#) and will make significant contributions to various aspects of teaching on our BSc in International Airline and Airport Management and on our MSc in Air Transport Management, as well as to other teaching and administrative activities within the discipline. All candidates should hold a doctoral degree (or be close to obtaining one) and have experience of teaching relevant modules to a high standard of quality within a business school context.

This role is open to scholars from any field of aviation management, but we especially welcome candidates with an applied as well academic perspective on their work. Evidence and experience of practitioner work (e.g. consulting or executive education), or industry / external organisational projects and collaborations are an advantage.

Job Summary and Purpose

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

The post holder will be a member of the Surrey Hospitality and Tourism Management 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 Job Purpose.

	Essential/ Desirable
A higher research degree (PhD)	E
Evidence of writing high quality academic publications	D

Evidence of high quality teaching	E
PG Certification in Higher Education and/or membership of HEA	E
Evidence of scholarly contributions to conferences, professional meetings and societies at an international level, and evidence of achievements in other external activities at an international level	D
Evidence of practitioner contributions (e.g. consulting or executive education), or collaboration with industry / external organisations.	D
Willingness to undertake administrative duties within the department.	E
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.	E
The post holder is expected to work outside normal office hours as necessary.	E
Practice experience in business/industry or working closely with business/industry in education/research.	D
Experience in teaching in executive education.	D
The post holder is expected to spend time developing business relationships and working with industry.	E
Key Responsibilities	
<p>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 Job Purpose.</p>	
<ul style="list-style-type: none"> • Contribute to teaching at both undergraduate and postgraduate levels. • Train and supervise students at UG and PG level (as appropriate). • Demonstrate currency of knowledge in relation to developments in aviation. • Show experience in and dedication to providing a high-quality student experience. • Contribute to innovation in curriculum development and design programmes that keep the SHTM at the leading edge of the discipline. Share responsibility for the quality of curriculum development and programme designs. • Contribute to the 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 and influence the development and application of digital and electronically based teaching, learning and assessment techniques. • 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 Discipline and University nationally and internationally. • Conduct individual or collaborative scholarly projects related to their discipline 	

- Participate in occasional student-focused activities that take place at weekends or evenings (such as Open Days).
- 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.

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.

Contributions 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 Module Leadership
- Be involved in academic and professional networks in the discipline
- Be willing to provide academic service in areas of importance to the Discipline and the School
- Contribute to the enhancement of the online and external presence of the Discipline and its activities

N.B. The above list is not exhaustive.