Post Details	Last Updated: 04/11/2026	
Faculty/Administrative/Service Department:	Faculty of Arts, Business and Social Sciences	
Job Title:	Lecturer (B) in Law (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

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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 Law (Teaching Track) (1.0 FTE)

Background Information/Relationships

We seek to appoint a Lecturer or Senior Lecturer to a teaching and learning position to support our undergraduate law teaching. The successful applicant will be expected to deliver teaching in core undergraduate Law modules, optional Law modules, and administrative support for our undergraduate programme as agreed with the Head of Law. There is an expectation that the appointee will demonstrate exceptional legal pedagogy. Ability to contribute to Surrey Law School's clinical legal education, legal skills education, or employability programme is desirable.

Department:

The University of Surrey Law School is part of the Faculty of Arts, Business and Social Sciences. We are located in Guildford, 30 minutes by train from London Waterloo. We number 42 staff and are organized into three main research centres:

• The Surrey Centre for Law and Philosophy

• The Surrey Centre for International and Environmental Law

• The Surrey Law and Technology Hub

We have a thriving, competitive PhD programme, an LLM in Professional Legal Practice and offer undergraduate LLBs in Single Honours Law, Law and Criminology, Law and International Relations and Law with Business. Reflecting our research interests we have, in addition, three undergraduate pathways in Philosophy Politics and Law, Law and Technology, and Environment and Sustainability.

We are committed to delivering innovative, engaging teaching and to undertaking original, outstanding scholarship. The University of Surrey placed seventh in the 2026 National Student Survey and Surrey Law School is ranked 68th in the world for Law in the latest Times Higher Education World University Rankings. Our ethos is a warm and collegial one that encourages reflective engagement with pedagogy and caring attention to students at all stages of their studies.

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.

Qualifications and Professional Memberships	**Essential/ Desirable**
Possession of or near completion of a PhD or equivalent research experience	D
Technical Competencies (Experience and Knowledge)	**Essential/ Desirable**
Experience delivering high-quality teaching for undergraduate or Masters Law modules	E
Experience leading on a key administrative role or potential to develop high-level administrative skills	E
Excellent communication, inter-personal, and teamworking skills.	E
Experience of performing an administrative role supporting academic provision	D
Excellent communication, inter-personal, and teamworking skills	E
Experience delivering high-quality student support.	D
Ability to provide student pastoral support	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 (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

1. Assist in curriculum and course innovation and the design of programmes.
2. Plan, deliver and critically review a range of teaching and assessment activities including lectures.
3. Set and mark programme work and provide timely and appropriate feedback.
4. Continually update subject knowledge and understanding and apply advances to programme development.
5. Participate in a range of School and University administration activities, as required.
6. Provide student pastoral care
7. Develop partnerships with the legal profession.

N.B. The above list is not exhaustive.