

# Job Description

## Lecturer in Learning Development

**Centre for Learning and Study Support (CLaSS)**

**Directorate of Library and Student Services**

**Grade: F**

**Role profile: TAS2**

**Fixed Term 12 Months Contract**

**Full Time**

<b>Duties of the role</b>	
<b>Overall purpose of the role</b>	<p>The Centre for Learning and Study Support (CLaSS) based in the Directorate of Library and Student Services are looking for a highly committed individual to join the CLaSS team of learning developers supporting Academic practice, writing development and study skills for students across De Montfort University.</p>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>Provide support to the learning needs of students (including those who are neurodiverse and/or disabled), in tutorial, small and large group settings, as well as lectures, defining appropriate learning objectives and teach across academic levels and disciplines.</li> <li>Design and develop innovative and engaging teaching and learning that is sensitive to student diversity, engages interest and enthusiasm and inspires students to address challenging material.</li> <li>Use technology to enhance teaching and learning, as well as design and develop online teaching materials.</li> <li>Keep records for statistical evaluation and quality purposes, providing guidance and referral where necessary for students to other support services.</li> <li>Be familiar with a range of strategies to promote and assess inclusive learning across disciplines, and in a learning development context, work confidently and sensitively with diverse forms of assessment and criteria. On this basis, assess the work and progress of students by reference to the criteria.</li> <li>Provide constructive feedback to students supporting the development or enhancement of their confident engagement with learning.</li> <li>Extend, transform and apply knowledge acquired from subject, professional and pedagogic research to support HE teaching and learning enhancement activities.</li> <li>Plan and manage own teaching and project work.</li> </ul>

Duties of the role	
	<ul style="list-style-type: none"> <li>• Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff within and beyond your immediate team and Directorate.</li> <li>• Contribute to the work of the Directorate and collaborative decision-making, through participation in team meetings, project groups and working parties as required.</li> <li>• Contribute to staff development activities within the Directorate, and support the development of good practice in the university.</li> <li>• To treat all DMU staff, students, contracts and visitors with dignity and respect. To provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race and religion or belief (or none), sex and sexual orientation.</li> <li>• To foster an inclusive environment by treating all staff, students, contractors, and visitors with dignity and respect regardless of age, disability, gender reassignment, marital status, pregnancy, race, religion, sex, or sexual orientation.</li> <li>• To actively minimise environmental impact in your role, promote sustainability, and contribute to the University's Environmental Policy.</li> <li>• To undertake any other duties appropriate to the role as requested.</li> </ul>

# Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment		
		A	I	T	D	
<b>Qualifications</b>	First degree or equivalent qualification.	Essential		✓		✓
	HE teaching qualification.		Desirable	✓		✓
	Relevant experience of HE teaching.	Essential		✓		
<b>Experience</b>	Experience of working in a learning development function relevant to the post, especially of working directly with students.		Desirable	✓	✓	
	Evidence of familiarity with a range of approaches to teaching and learning in a variety of contexts and across disciplines and levels of study.	Essential		✓	✓	✓
	Evidence of effective teaching practice, engaging students with English Language support needs as part of large groups.	Essential		✓	✓	✓
	Experience of one-to-one and large group teaching.	Essential		✓	✓	
	Experience of developing online learning development resources.	Essential		✓	✓	
	Awareness of the current higher education context and key issues for the provision of academic support and learning development in the sector.	Essential		✓	✓	✓
	Experience of practitioner or scholarly research, especially in relation to pedagogic practice.		Desirable	✓	✓	✓
<b>Skills and abilities</b>	Experience of project work and delivering to timescales.	Essential		✓	✓	

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Ability to develop services for International students, and home students who have English as an additional language.	Essential		✓	✓	✓	
	Evidence of inter-professional collaboration (e.g. working with librarians, subject experts, learning technologists etc).		Desirable	✓	✓		✓
	Ability to work within a team and on own initiative.	Essential		✓	✓		✓
	Ability to lead and influence others in order to meet agreed objectives.	Essential		✓	✓		
	Ability to manage sensitive situations with discretion, empathy, and professionalism, maintaining student confidentiality and dignity at all times.	Essential		✓	✓		✓
	Ability to communicate effectively at all levels orally, in writing and online.	Essential		✓	✓		✓
	Experience of building productive working relationships with diverse stakeholders.	Essential		✓	✓		✓
	A sound understanding of the University's strategy and values and a demonstrated commitment to equality, diversity and inclusivity and the ability to support work that actively addresses gaps and potential bias. Commitment to ensuring adherence to the University's Equality and Diversity policy.	Essential		X	X		X
	Evidence of continuing professional development.	Essential		✓	✓		✓
<b>Additional requirements</b>	The ability to commit to on-campus work on 3 days per week as part of hybrid working.	Essential		X	X		X
	Willingness to work occasional out of office hours (e.g. evenings and weekends).	Essential		X	X		X

**\*A = Application Form; I = Interview; T = Test; D = Documentary Evidence**