Job Description

Job title *Lecturer in Early Years Education*

Faculty/Directorate Health and Life Sciences

Grade: G

Role profile: Senior Lecturer [TAR3]

Leadership and Management Level: ***(if applicable)***

Part time 0.6 FTE (21.72hrs / 3 days)

Permanent

	Duties of the role
Overall purpose of the role	To teach in a developing capacity across different formats in Early Years Education Principally, to contribute to high quality teaching, assessment, and programme development across the FdA Early Years Education with Special Educational Need and Disability (SEND) and Speech, Language and Communication Need (SLCN), and the BA (Top Up) Early Years Education with SEND and SLCN. Delivery of the Early Years programmes typically includes two early-evening teaching sessions per week [3pm–8pm] To undertake observations of practice in educational settings to support learners achieve qualification aims
Main duties and responsibilities	**Teaching and Learning** • As a member of a teaching team design, manage, deliver and develop, a range of units/modules in Early Years Education • Teach in a developing capacity in a variety of settings from small group tutorials to large lectures. • Transfer knowledge in the form of practical skills, methods and techniques. • Identify learning needs of students and define appropriate learning objectives. • Ensure that content, methods of delivery and learning materials will meet the defined learning objectives. • Develop own teaching materials, methods and approaches • Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking. • Supervise student projects, field trips and placements, providing advice on study skills and meeting occupational standards, where appropriate • Undertake formative and summative assessments of observed practice in education settings, providing students with advice for development • Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students. • Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback. **Research** • Develop research objectives and proposals for own or collaborative research. • Conduct individual and collaborative research projects. • Write up research work for publication.

	Duties of the role
	• Continually update knowledge and understanding in field or specialism. • Translate knowledge of advances in Education into the course of study. **Communication** • Deal with routine communication using a range of media • Communicate complex information, orally, in writing and electronically. **Liaison and networking** • Liaise with colleagues and students • Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration • Join external networks to share information and ideas. **Managing people** • Manage own teaching, scholarly and administrative activities, with guidance if required • Depending on the area of work, could be expected to supervise the work of others. • Co-ordinate the work of others to ensure modules are delivered to the standards required. **Teamwork** • Collaborate with academic colleagues on programme development and curriculum changes • Attend and contribute to Division of Education meetings. • Collaborate with colleagues to identify and respond to students' needs. • Assist with administrative duties associated with admissions. **Pastoral Care** • Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support • Appreciate the needs of individual students and their circumstances. · Act as personal tutor, giving first line support. • Refer students as appropriate to services providing further help **Initiative, problem-solving and decision-making** • Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities • Respond to pedagogical and practical challenges • Share responsibility in deciding how to deliver modules and assess students. • Contribute to collaborative decision making with colleagues on academic content, and on the assessment of students' work. **Planning and managing resources** • Use teaching resources and facilities as appropriate • Plan and manage own teaching and tutorials • As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met. • Manage projects relating to own area of work and the organisation of external activities such as placements and field trips. • Be responsible for administrative duties in areas such as examinations, assessment of progress and student attendance.

	Duties of the role
	Work environment • Depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others **Expertise** • Possess sufficient breadth or depth of specialist knowledge in the discipline to work within established teaching programmes. • Engage in continuous professional development. • Able to engage the interest and enthusiasm of students and inspire them to learn • Develop familiarity with a variety of strategies to promote and assess learning • Understand equal opportunity and diversity issues as they may impact on academic content and issues relating to student need • To undertake staff development to develop both subject knowledge and pedagogic practice Perform any other duties commensurate with the job grade as reasonably required from time to time. **Uphold De Montfort University values:** • Collaborative – Work together to achieve joint outcomes, understand how your work contributes to DMU, and be aware of your personal impact on others. • Compassionate – Be open, honest, and caring, work on a basis of trust, and hold yourself accountable for your actions. • Creative - Strive for better, challenge bureaucracy, explore digital solutions, and innovate creatively. • Community minded - Embrace alternative views, treat others with respect, and tackle inequalities. **DBS** This role requires the post holder to have an Enhanced DBS certificate **Other** Treat all DMU staff, students, contractors and visitors with dignity and respect. 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, religion or belief (or none), sex and sexual orientation. All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land. The postholder should have a positive attitude towards health and safety, and be aware of and comply with all health and safety policies for the university, as applicable. There will be a requirement to complete all mandatory health and safety training as deemed to be

	Duties of the role
	relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system.

DE MONTFORT UNIVERSITY LEICESTER

Person Specification

Job Title *Lecturer in Early Years Education*

Faculty/Directorate Health and Life Sciences

Grade: G **Role profile:TAR3/Senior Lecturer**

Part time 0.6 FTE (24.72hrs / 3days) **Permanent**

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	First Degree in Education, or Discipline related subject/Curriculum Subject	Essential		x			x
	A 'Full and Relevant' qualification as defined by the Department for Education	Essential		x	x		x
	Postgraduate Degree in Education includes MA/PCGE/PGDE		Desirable	x			x
	Level 7 Qualification in Education	Essential		x	x		x
	FHEA or willingness to work towards achieving		Desirable	x	x		
	PhD in Education, in progress/willing to work towards		Desirable	x	x		
Previous Work Experience	Teaching experience within/of Early Year Education [0-8yrs]	Essential		x	x	x	x
	Teaching experience within Higher Education or Further Education		Desirable	x	x		x
	Experience supporting learners with SEND and/or SLCN lived experiences within an Early Years setting	Essential		x	x		x
Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required	Expertise in: Early Years Education Special Educational Need and Disability and/or Speech Language and Communication Need Undertaking formative and summative observations of practice within early years settings	Essential		x	x	x	x
	Demonstrable skills in use of appropriate teaching, learning support and assessment methods	Essential		x	x	x	x

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Enthusiasm and expertise to develop our early years offer	Essential		x	x	x	x
	Experience of providing appropriate pastoral care and support to students from diverse backgrounds and with differing levels of need	Essential		x	x		
	Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding, as well as to peers, using high level skills and a range of media	Essential		x	x	x	
	Ability to work under pressure, prioritize and to adhere to deadlines	Essential		x	x	x	
Additional Requirements	This role is subject to an Enhanced DBS check	Essential					x
	This role is primarily for a programme delivered in the evenings 4-8pm twice a week, using a hybrid approach to delivery [on campus and online]	Essential		x	x		
Our Values and Behaviours at DMU							
Collaborative	Support colleagues to achieve outcomes whilst being aware of personal impact of individual contribution and impact on colleagues	Essential			x	x	
Compassionate	Act openly and honestly, showing care to others and holding oneself accountable for own actions	Essential			x	x	
Creative	Striving for better, offering constructive challenge to creatively explore solutions and innovations to improve	Essential			x	x	
Community-minded	Treating others with respect, demonstrating empathy and embracing alternative views and values whilst seeking to tackle inequalities	Essential			x	x	

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