

# **Job Description and Person Specification**

**Senior Lecturer**

**May 2019**

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# Our Vision, Mission and Values

## Vision

**Our vision is:**

To offer students from all backgrounds the opportunity to define and pursue success through education.

## Mission

**Our mission is to:**

Grow a diverse and dynamic academic community that values curiosity, creativity and critical thinking.

Nurture a culture that rewards kindness, excellence and accountability to each other, our communities and the world.

Inspire and support our students and staff to achieve their full potential and make valuable contributions to society.

## Values

**Our values are:**

**Be inclusive**

Welcome difference as a source of strength and enrichment.

**Be curious**

Ask questions. Be open to new ideas. Yearn to learn.

**Show courage**

Challenge yourself. Dare to think differently. Stand up for what's right.

**Make things happen**

Take ownership. Act responsibly. Get things done.

**Don't be mean**

Talk straight. Don't play games. Treat people well.

## About us

Our undergraduate and postgraduate degrees in Business, Law and Accounting are awarded by the University of Northampton.

All of our undergraduate degrees are available full-time over 4 years (incorporating a Foundation Year), 3 years (standard course) and 2 years (accelerated). We also offer 1-year Top-ups in Business and Accounting.

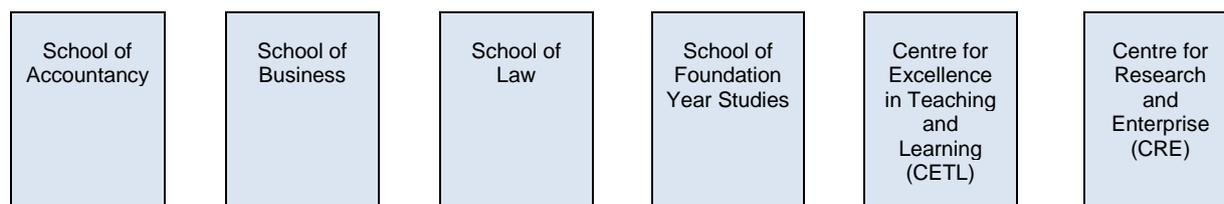
At postgraduate level, we offer the MSc Management (International) and LLM in International Commercial Law.

Our undergraduate and postgraduate degrees are designated by the Department for Education for funding through the Student Loans Company. Regulation will pass from the Department for Education to the Office for Students on 1 August 2019.

Our agreement with Birkbeck College, University of London provides us with a unique position in the private Higher Education sector. The vast majority of our teaching takes place within Birkbeck College.

Our Student Guild - grant-maintained by Bloomsbury Institute but completely independent - is based in Dilke House, where a team of trained Peer Advisors provide a signposting service to their fellow students in addition to providing all the opportunities associated with a traditional Student Union. The Student Guild enrolls all our students as Associate Members of Student Central, thus ensuring they can enjoy the benefits of belonging to the wider Bloomsbury student population.

The structure for our Academic Division is as follows:



Providing our students with high-quality and transformative educational experiences relies on an academic structure that emphasises collegiality, research and the sharing of best practice. Our Centre for Excellence in Teaching and Learning convenes regular forums where staff reflect on their own experiences and explore the ideas and insights of other educationalists both within and beyond Bloomsbury Institute. Our Centre for Research and Enterprise promotes research as a core feature of academic life within Bloomsbury Institute and seeks to ensure research permeates throughout all our work.

We are a member of Advance HE (that incorporates the Higher Education Academy (HEA)). Over 75% of our permanent academic staff have achieved Fellowship or Senior Fellowship of the HEA, and the remainder are working towards this.

Our Centre for Student Engagement, Wellbeing and Success (SEWS) supports our students to achieve their full potential through programmes such as StudyPlus (academic skills and English language development). SEWS also provides our students with pastoral care, disability support, engagement monitoring/mentoring and a range of programmes to embed leadership and employability skills in students.

During 2016-17, we made a number of changes to strengthen our corporate and academic governance. These changes included the introduction of a Governing Body (the Board of Directors) that now includes a majority of non-executive directors, and staff and student representation.

In October 2015, we had a very successful QAA Higher Education Review (HER)<sup>1</sup>. We achieved a commendation for the enhancement of student learning opportunities. The QAA highlighted the following features of good practice:

- The clear strategy and extensive support for improving teaching and learning.
- The wide range of effective support mechanisms that enable students to develop their academic and personal potential.
- The strong strategic approach to enhancing the quality of learning opportunities, which is embedded in the organisation structures and processes.
- The strong governance framework.
- The effective and full integration of the annual monitoring process into corporate governance and the annual resource planning cycle.

In the two subsequent years (2016 and 2017) we had successful monitoring visits. In 2017, the QAA reported that we have made commendable progress in continuing to monitor, evaluate and enhance our higher education provision. We did not have a monitoring visit in 2018.

We have applied for the power to award our own degrees and are currently being assessed by the Quality Assurance Agency. We expect to recruit students to our own degrees from October 2020. This will mark the start of our journey to become a university.

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<sup>1</sup> See: [www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10004061](http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10004061)

## Job Description: Lecturer

<b>Job Title:</b>	<b>Lecturer</b>
<b>Salary:</b>	£39,000 to £49,500 [starting salary is dependent upon relevant experience]
<b>Hours of Work:</b>	37.5 hours per week  Monday to Friday 09.00 to 17.00
<b>Holidays (Paid):</b>	25 days (some of which to be taken during Christmas/New Year shut down), plus public holidays
<b>Pension:</b>	Contributory pension scheme  Full details are available from the Finance Department
<b>Main purpose of the role:</b>	Undertake a management and/or leadership role (e.g. Year Tutor; Academic Misconduct Officer; PDP Coordinator)  Undertake the role of Module Leader and/or Module Tutor on University of Northampton undergraduate and postgraduate degrees  Write, mark and moderate formative and summative assessments, attend assessment meetings and provide students with high quality written and face-to-face feedback
<b>Reporting to:</b>	Head of School
<b>Location:</b>	99 Gower Street, London, WC1E 6AA

### 1.1.1 Main Tasks

The main tasks of the job are to:

- Ensure all tasks are undertaken within the spirit of the London School of Business and Management's vision, mission and values.
- Undertake a management and/or leadership role (e.g. Year Tutor; Academic Misconduct Officer; PDP Coordinator)
- Contribute to the development and implementation of Academic strategies and annual plans.
- Contribute to the implementation of the Research Strategy.
- Actively engage in scholarship.
- Contribute to the implementation of quality assurance and enhancement regulations, policies and procedures.
- Contribute to the compilation of Annual Course Evaluation Reports (ACERs) and Annual Monitoring and Evaluation Reports (AMERs).

- Ensure students are provided with a high-quality teaching and learning experience with a high standard of academic and personal support to ensure the best possible levels of satisfaction and achievement levels.
- Undertake the role of Module Leader, and ensure consistency of delivery across all Module Tutors.
- Undertake the role of Module Tutor.
- Write, mark and moderate formative and summative assessments, ensuring compliance with standardisation and other assessment procedures, attend assessment meetings (including assessment boards) and provide students with high quality written and face-to-face feedback.
- Write and/or contribute to the writing of Module Monitoring Reports, ensuring there is a critical review of module delivery which clearly identifies improvements which can be made to ensure the continuous improvement of the students' teaching and learning experience.
- Participate in the Peer Observation of Teaching Scheme and Managed Observation of Teaching Scheme.
- Undertake administrative duties associated with the tutoring, attendance, assessment, achievement and support of students.
- Attend Staff Meetings and Staff Development sessions.
- Chair key committees within the Academic Division and across the institution.
- Carry out duties and responsibilities at all times with due regard to relevant regulations, policies and procedures, including those relating to health and safety.
- Adhere to the provisions of data protection legislation, and refrain from sharing any personal or other information relating to students with any third party without the Head of School's express permission.
- In addition to the above tasks, to undertake any other tasks as directed by the Head of School (or nominee).

***The above is not an exhaustive list of tasks as the role may change to meet the institution's overall objectives. These tasks are subject to amendment over time as priorities and requirements evolve and as such the job description may be amended at any time by the line manager following discussion with the post holder.***

# Person Specification

## Essential criteria [i.e. the criteria that an applicant must satisfy]

### *Qualifications*

- Undergraduate degree in a relevant discipline.
- Postgraduate degree in a relevant discipline or equivalent professional qualification.
- Fellowship of the Higher Education Academy (or commitment to achieve such Fellowship within six months of appointment).

### *Experience*

- UK Higher Education teaching, learning and assessment experience at foundation (Level 0), undergraduate and/or postgraduate level, preferably within a university which delivers programmes according to UK teaching and learning higher education methodologies.
- Experience of managing academic tasks (teaching or research related).
- Experience of curriculum development.
- Experience of teaching students from culturally diverse backgrounds and/or experience of teaching international students.
- Experience of quality assurance and enhancement in a Higher Education setting.
- Experience of leading (or involvement in) activities which enhance the student experience.
- Experience of research, scholarly activity and/or development of academic knowledge.
- Experience of using a virtual learning environment (e.g. Canvas).
- Experience of using an online library.
- Experience of working in teams.

### *Skills and Abilities*

- Ability to act as Module Leader/Module Tutor for two or more modules.
- Computer literate (to include competence in the use of Microsoft Office, in particular Word, PowerPoint and Outlook).
- Creative, curious and strategic outlook.
- Excellent writing, communication and interpersonal skills.
- Ability to engage, influence and work positively with a wide range of people.
- Ability to work independently as well as take direction and work collaboratively.
- Excellent organisational skills and the ability to effectively prioritise.
- Ability to manage change and adapt to a fast-changing environment.

- Ability to work collaboratively across divisional and departmental boundaries.

### ***Personal Qualities***

- Welcoming and hospitable attitude.
- Ability to own and find solutions to problems.
- Commit to living Bloomsbury Institute's values: Be inclusive; Be curious; Show courage; Make things happen; and Don't be mean.
- Enthusiasm and empathy for the Bloomsbury Institute's vision and mission.
- Genuine commitment to equal opportunities and widening participation.
- Good time management, with an ability to work under pressure and meet tight deadlines, whilst maintaining high attention to detail.

### **Desirable criteria [i.e. the criteria that it is desirable (but not essential) that an applicant should satisfy]**

#### ***Qualifications***

- Teaching qualification (e.g. PgCert in Teaching and Learning in Higher Education).
- Doctorate.

#### ***Experience***

- Course management experience (e.g. acting as Programme/Course Leader; Year Tutor; or Admissions Tutor) at foundation (Level 0), undergraduate or postgraduate level.

## Equal opportunities employer

We are committed to being an equal opportunities employer.

Our [Staff Recruitment and Development Policy](#) provides full details of how we recruit and develop staff.

As an equal opportunities employer, and within the spirit of our [Equality, Diversity and Inclusion Policy](#) and the Equality Act 2010, we do not ask applicants any questions about health or disability during the application and selection process. However, this is subject to the following two exceptions:

- If an applicant is shortlisted, the applicant is asked to advise our [Disability and Wellbeing Advisor](#) if, because of health or disability, they require any reasonable adjustments to be made to enable them to participate fully in the selection process. Any information received, and any reasonable adjustments made, will not be disclosed to the selection panel.
- If an applicant is offered a post, the applicant is advised to inform our [Disability and Wellbeing Advisor](#) if, because of health or disability, they require any reasonable adjustments to be made to enable them to undertake the job.

If an applicant is offered a post and their CV does not contain their full career history for the three year period prior to submitting their application, the offer is made conditional upon the applicant providing satisfactory details (and evidence, if necessary) of such gaps. This is only undertaken after an applicant has been offered a post to ensure any gap which is due to health or disability does not have to be disclosed at an earlier stage.

All applicants are requested to complete a confidential online Equal Opportunities Monitoring Form. Completion of this form will enable us to monitor the effectiveness of our Staff Recruitment and Development Policy and related procedures. The Form can be accessed at:

<https://cloud2.evasys.co.uk/lbpm/online.php?p=13X52>

## Guaranteed Interview Scheme for disabled applicants

We actively welcome applications from disabled persons.

If a disabled applicant<sup>2</sup> meets the essential criteria for the job (as set out within the Person Specification), they will be provided with the opportunity to demonstrate their abilities at an interview under our Guaranteed Interview Scheme.

In order to request a guaranteed interview, an applicant is required to contact our [Disability and Wellbeing Advisor](#), providing sufficient information to indicate that they satisfy the definition of 'disability' as set out in the Equality Act 2010<sup>3</sup>.

When the shortlisting has been completed, the shortlisting panel will provide the Disability and Wellbeing Advisor with a list of all applicants: (i) who satisfy the essential criteria; and (ii) who have been shortlisted.

The Disability and Wellbeing Advisor will inform the shortlisting panel if an applicant who has not been shortlisted qualifies for a guaranteed interview (because the applicant has a disability and satisfies the essential criteria). No details of the applicant's disability will be disclosed to the shortlisting panel. The Disability and Wellbeing Advisor will inform all applicants who have made a request for a guaranteed interview of the outcome of the request as follows:

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<sup>2</sup> Disability is defined in the Equality Act 2010 as being: a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on a person's ability to do normal daily activities. 'Substantial' means more than minor or trivial, e.g. if it takes much longer than it usually would to complete a daily task like getting dressed, this would be considered 'substantial'. 'Long-term' means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection.

<sup>3</sup> See Footnote 1.

- (i) selected for interview without considering the applicant's request for a guaranteed interview;
- (ii) selected for interview on the basis of the applicant's request for a guaranteed interview because the applicant satisfied all essential criteria set out in the person specification; or
- (iii) not selected for interview on the basis of the applicant's request for a guaranteed interview because the applicant did not satisfy all essential criteria set out in the person specification.

## **Disability and Wellbeing Advisor**

An applicant can contact our Disability and Wellbeing Advisor should the applicant need the documentation in a different format, to ask for support, to discuss any issues around reasonable adjustments, or to request a guaranteed interview.

Email: [disability@bil.ac.uk](mailto:disability@bil.ac.uk)

Telephone: 020 7078 8840

## **References**

Two references are required for external applicants, but these are only requested after an applicant is offered a position. The offer will be made subject to the references being satisfactory.

## **Tier 2 sponsorship**

We have a legal responsibility to ensure that all employees are eligible to work in the UK. All shortlisted applicants will be asked to provide documentary evidence to this effect (for example a UK/EU/EEA passport or identity card; a Home Office document or visa evidencing the right to work in the UK). We will not be able to issue an external applicant with a Tier 2 Certificate of Sponsorship for this post.