

**Note:** This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes in this job description before implementation.

### **Role Descriptors Outputs and Requirements**

**Title:** Lecturer

**Reports to:** Assistant Head of School

**School:** School of Computer Science and Engineering

#### **Professional Values**

All lecturers are required to demonstrate respect for individual learners and to be committed to incorporating the process and outcomes of relevant research, scholarship and/or professional practice. Lecturers are required to be committed to the development of learning communities and encouraging participation in Higher Education, while acknowledging diversity and promoting equality of opportunity. It is also a requirement that all staff are committed to undertaking continuing professional development and evaluation of individual practice and that they are proactive in improving the student experience.

#### **Role Purpose**

To teach and develop modules or subject areas to support the delivery of the school and College academic curriculum. To engage with School's research community.

#### ***Principal Accountabilities***

1. Design, deliver and plan modules or programmes at a range of levels within a subject area, identifying areas where current provision is in need of revision or improvement and to ensure that the material is delivered using appropriate teaching techniques, learning support and assessment methods, evaluating the effectiveness of the teaching and learning experience as required. This may include course leadership of minor programmes.
2. Undertake the full range of responsibilities in relation to setting, marking and assessing work and examinations, while adhering to University policy and guidelines, and ensuring that all students are provided with constructive feedback in a prompt and timely manner.
3. Depending on the area of work the postholder may be required to coordinate

and / or supervise the work of others, to ensure modules are delivered to the standards required. Develop and produce new learning materials and tackle issues affecting quality of delivery or content.

4. Engage in subject, professional and pedagogic research and other scholarly activities and support teaching activity, contributing to the planning, design and development of objectives and materials that promote the subject. Ensure that the outputs of such activities are to a standard that will be recognised internationally in terms of originality, significance and rigour.
5. Conduct individual or collaborative scholarly activity and research and be responsible for identifying sources of funding or income for individual work or contribute towards the process for securing funding or funds for collaborative activities. Ensure that the results and outputs of scholarly activity and research align with the School's strategic vision and are actively disseminated having identified or developed appropriate methods to do this and use the same outputs to develop and produce learning materials.
6. Ensure that student needs are identified and responded to and to provide pastoral care within a specified area.
7. Participate in and develop external networks, for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects and build relationships for future activities ensuring that the knowledge obtained from scholarly and external activities is extended, transformed and applied to teaching.
8. Take responsibility for administrative duties in areas such as admissions, timetabling, examinations, assessment of student progress and attendance, collaborating with colleagues on the implementation of assessment procedures, contributing towards the accreditation of courses and quality control processes and to provide advice on strategic issues such as student recruitment and marketing.
9. Undertake any other duties within their competence as required by the University.

## **CONTEXT**

The postholder will be expected to manage their own teaching, scholarly and administrative activities within the framework set by the school, College or University policy.

The postholder will possess sufficient breadth or depth of specialist knowledge in order to develop, design and deliver modules and the provision of learning support. In particular the postholder must be sufficiently proficient in major programming languages to be able to teach at all levels. There may be a requirement to supervise student projects, fieldwork or placements depending on the module or course. The postholder will be expected to possess sufficient breadth or depth of specialist knowledge to be able to deliver high quality teaching and support to established teaching programmes. The postholder will be expected to engage in a programme of continuous professional development, in consultation with their line manager.

The postholder has responsibility for ensuring that suitable and sufficient risk assessments are undertaken for the activities for which they are responsible and that measures to control risk are identified and implemented and communicated to all affected.

They must ensure the provision of adequate supervision and training, to include: the responsibility to work with due regard for the health and safety of themselves and others; familiarity with actions to be taken in the event of emergency; and the duty to report accidents

and hazards appropriately.

The University of Westminster has developed the Professional Recognition Enhancement Scheme for Teaching (PRESTige) accredited by the Higher Education Academy (HEA) for Fellowship of the HEA at different categories. The categories range from Associate Fellow (AFHEA), Fellow (FHEA), Senior Fellow (SFHEA) and Principal Fellow (PFHEA) and are benchmarked against the UK Professional Standards Framework for Teaching and Supporting Learning, 2011 (UKPSF). All academic colleagues are strongly encouraged to engage with PRESTige and work towards the appropriate category of fellowship. For further information, contact [Centreforteachinginnovation@westminster.ac.uk](mailto:Centreforteachinginnovation@westminster.ac.uk)

### **DIMENSIONS**

These may vary from time to time dependent on precise duties but will involve teaching generic programming languages, and also specialist topics such, cyber security, machine learning and AI, depending on requirements and capabilities and also general academic skills on the following courses:

BSc (Hons) Business Information Systems, BSc (Hons) Computer Games Design, BSc (Hons) Computer Network Security, BSc (Hons) Computer Science, BSc (Hons) Data Science and Analytics, BSc (Hons) Smart Computer Systems and BEng (Hons) Software Engineering

**Location:** Face to face teaching this will mainly take place at 115 New Cavendish St, but the candidate may be required to teach in other university campus.

**Person Specification**  
**Lecturer**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
<p>Degree</p> <p>PhD or Post-Graduate Degree and Professional Experience or significant Industry Experience</p> <p>Teaching Qualification (e.g. PGCHE Learning &amp; Teaching) or the commitment to achieve this at the earliest possible date</p> <p>An expectation of prior attainment of HEA Fellowship or a willingness to undertake and engage with the University's PRESTige scheme for the appropriate category within an agreed timeframe</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p><b>You will have proven experience and evidence of:-</b></p> <p>Ability to design and deliver course materials</p> <p>Proven record of successful experience in research and teaching</p> <p>Subject expertise that is up to-date</p> <p>Breadth and depth of specialism of specialist knowledge in the discipline, to work within existing programmes</p> <p>Engagement in continuous professional development</p>	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	

<p><b>Skills</b></p> <p>High level analytical capability</p> <p>Ability to communicate information clearly</p> <p>Ability to encourage commitment to learn in others</p> <p>Ability to assess and organise resources</p> <p>Understanding of and ability to contribute towards broader management issues</p>	<p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>
<p><b>Personal Attributes</b></p> <p>Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.</p>	<p>E</p>	