

Ref:

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: Post-doctoral Teaching and Research Fellowship (Chinese Language and Culture)

Grade Lecturer grade (AC2)

Reports to: Head of School

School: School of Humanities

Professional Values

All Lecturers are required to demonstrate respect for individual learners and 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 as a member of a teaching team and carry out research in a developing capacity within an established programme of study and research.

Principal Accountabilities

1. Teach within an established programme or programmes of study, and within a variety of settings from small tutorial groups to large lectures, ensuring that learning needs of the students are identified, that appropriate learning objectives are defined and that the content of the learning materials and methods of delivery meet the defined learning objectives. This may include module leadership.
2. Contribute to development of teaching materials, methods and approaches with guidance. Develop personal skills and appropriate approaches to teaching, seeking guidance from senior staff as appropriate and continually seeking ways

of improving performance by reflecting on teaching design and delivery by obtaining and analysing feedback from students and colleagues.

3. Create a climate for students that challenges thinking, fosters debate and develops the ability of students to engage in critical discourse and rational thinking, ensuring that at all times the work of the students is supervised appropriately and advice and assistance is provided on study skills and any other learning issues.
4. Use appropriate assessment instruments and criteria to assess the progress of the students and ensure that all students are provided with constructive feedback in a prompt and timely manner.
5. Develop and extend contacts and regularly participate in internal and external networks for the exchange of information and ideas and to develop good working relationships.
6. Develop research objectives and proposals; conduct individual and collaborative research and write up work for publication with the assistance of a mentor as necessary.
7. Contribute to preparing technical material e.g. proposals and applications for funding or accreditation.
7. Act as a personal tutor and mentor for students, ensuring that appropriate listening, interpersonal and pastoral care skills are used to deal with sensitive or difficult issues and that appropriate support is provided, taking into account individual student needs and circumstances, referring students to specialist support services if necessary.
- 8 Engage in subject, professional or pedagogic research and other scholarly activities which can support teaching activity and where the quality of the outputs can be recognised nationally in terms of originality, significance and rigour.
- 9 Undertake any other duties within their competence as required by the University.

CONTEXT

The University of Westminster offers postdoctoral career development opportunities through dedicated, two-year fixed term Postdoctoral Teaching and Research Fellowships. These Fellowships are aimed at recent PhD graduates (PhD award normally within the last 18 months), providing opportunities to start to build a career in academia and to consolidate research outputs. They include both substantial teaching and research activities, with mentoring support from academic staff. The post holder will be expected to manage their own teaching, scholarly and administrative activities within the framework set by the School, College or University policy. There may be a requirement to supervise student projects, dissertations, fieldwork or placements depending on the module or course. The post holder 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, and to engage in high quality individual and/or collaborative research. The post holder will be expected to engage in a programme of continuous professional development, in consultation with their line manager.

The post holder 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

DIMENSIONS

Courses: The School of Humanities is based in Regent Street, has a staff of about 85 people and offers UG courses in English (literature, language, creative writing and theatre studies) modern languages, linguistics and history. It also offers MA courses in translation and interpreting, and a suite of MAs in cultural and critical studies

Chinese studies are offered in combined UG degrees (combinations include Global Communication, English, linguistics, international relations and international business. The postholder might teach, according to specific expertise, on both UG and PG programmes. PhD supervision would also be available.

Student Numbers: 12-15 in PG classes; 18-25 in UG classes, dissertation one-to-one supervision.

**Person Specification
Lecturer (Ac2 Grade)**

Qualifications	Essential	Desirable
Degree	E	
Post-Graduate Degree or Professional Qualification	E	
Teaching Qualification (e.g. PGCHE Learning & Teaching) or the commitment to achieve this at the earliest possible date (desirable)	E	
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	E	
You will have proven experience and evidence of:-		
Ability to design and deliver course materials	E	
Proven record of successful experience in research and teaching	E	
Subject expertise that is up to-date	E	
Breadth and depth of specialism of specialist knowledge in the discipline, to work within existing programmes	E	
Engagement in continuous professional development	E	
Contribution to design of teaching or research		D

Skills High level analytical capability Ability to communicate information clearly Ability to encourage commitment to learn in others Ability to assess and organise resources Understanding of and ability to contribute towards broader management issues	E E E D D	
Personal Attributes 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.	E	