

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: Head of School/Assistant Head

Department: Westminster Law School

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 in a developing capacity within an established programme of study.

Principal Accountabilities

1. Teach Property Law and Practice within the established professional courses in particular the Legal Practice and Cilex courses, and within a variety of settings from small tutorial groups to large lectures. These may take place on full-time or part-time evening modes. Ensure 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. To assist with the teaching and assessment of related professional areas such as Probate and Commercial Property and the full range of skills: practical legal research, writing, drafting, interviewing. Where relevant to support the delivery of the School's wider academic curriculum particularly with regards to Land Law on other courses. This may include module leadership.

2. Contribute to development of teaching materials, methods and approaches with guidance, in particular to contribute to the development of modules within the school's new courses aimed at SQE. 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. 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 postholder will be expected to manage their own teaching, scholarly and administrative activities within the framework set by the department, School or University policy. 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 experience from practice and breadth or depth of specialist knowledge in their specialism to deliver and develop Property Law and Practice on the LLM in Legal Practice (LPC) and MLaw (Integrated Masters). The post holder will need to apply appropriate methods of teaching and learning adjusted appropriately to the level of the academic programme to ensure that the range of teaching materials and delivery techniques enthuses and engages students. This will

require the application of appropriate learning technologies to support how students learn, both generally and in the subject. This post holder will also require the ability to 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.

As part of the role, the post holder will need to be able to teach and assess in the context of the legal professional skills, professional conduct and Wills.

It will be necessary for the post holder to have and maintain a sound and comprehensive understanding of the LLM in Legal Practice (LPC) and MLaw (Integrated Masters) delivered in the School and the University's Academic Regulations in order to ensure that these are adhered to and that appropriate advice and guidance can be provided to colleagues and peers. The post holder must have the knowledge and understanding of the implications of quality assurance and enhancement for professional practice.

The postholder will be expected to engage in a programme of continuous professional development, in consultation with their line manager.

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). PRESTige has two routes - the Pg Cert Higher Education which is accredited for the award of AFHEA, FHEA and SFHEA and an experience-based e-portfolio route. All academic colleagues are strongly encouraged to engage with PRESTige and work towards the appropriate category of fellowship. For further information, contact staffdevelopment@westminster.ac.uk.

DIMENSIONS

School to add details of specifics:-

These may vary from time to time dependent on precise duties.

Course (s) Title:	LLM in Legal Practice (LPC), MLaw (Integrated Masters) and Postgraduate Diploma in Legal Practice Course, Cilex
Module (s) Title:	Property Law and Practice, Professional Conduct and FSMA, Wills and Administration, Commercial Property and Professional Skills including Practical Legal Research, Interviewing and Writing (Land Law – other courses).
Student Numbers	LPC (100) MLaw (15)
Location	Central London

Person Specification Lecturer

Qualifications	Essential	Desirable
Degree	E	
Post-Graduate Degree or Professional Qualification	E	
Teaching Qualification, (e.g. PGCHE Learning & Teaching) <u>or</u> the commitment to achieve this at the earliest possible date <u>or</u> equivalent relevant teaching experience as assessed by the recruiting manager.	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	
<p>You will have proven experience and evidence of:-</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>Contribution to design of teaching or research</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p>

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

