

<b>Post title:</b>	<b>Lecturer in Higher Education and Academic Practice</b>
<b>Reference Number:</b>	<b>OTR0703</b>
<b>Salary Scale:</b>	<b>Grade 7: £31,331 - £36,298 per annum or Grade 8: £37,382 - £44,607 per annum</b>
<b>Department:</b>	<b>Unit for the Enhancement of Learning and Teaching (UELТ)</b>
<b>Contract:</b>	<b>Fulltime and ongoing</b>
<b>Location:</b>	<b>University of Kent, Canterbury Campus</b>
<b>Responsible to:</b>	<b>The Director of UELТ or their nominee</b>

## University of Kent

The University of Kent was established at Canterbury in 1965 and has now become known as the UK's European university, with students in Brussels and Paris as well as at its other Kent campuses at Medway and Tonbridge. It has nearly 20,000 students, of which around 17,000 are undergraduates and approaching 3,000 are postgraduates.

The University has consistently been rated by its own students as one of the best universities in the UK for the quality of its teaching and academic provision. In the 2012 National Student Survey, Kent placed third out of all publically-funded multi-faculty universities in the UK for overall student satisfaction. In the 2013 Guardian University Guide, Kent achieved a ranking of 22nd, and was placed 28th in the Sunday Times League Table 2013.

In the 2008 Research Assessment Exercise, the University was placed 24th out of 159 participating institutions in the UK for its world-leading research, while 97% of its academic staff work in schools or centres where the research is rated as either internationally or nationally excellent.

In 2008, the University was awarded The Queen's Anniversary Prize for Higher and Further Education for the work of its Kent Law Clinic.

The University's strong European impact is reinforced by long-standing partnerships with more than 100 universities in Europe and it is the only UK university to have specialist postgraduate centres in Brussels and Paris. The University has also developed relationships with many leading universities outside Europe and in 2010 launched a new initiative to offer more scholarships to students from Hong Kong and China.

The University is a major economic force in the South East, supporting innovation and enterprise across the region. It is worth £0.6 billion to the economy of the South East, with its students contributing £211 million to that total. It also supports directly or indirectly almost 6,800 jobs in the South East.

Website: [www.kent.ac.uk](http://www.kent.ac.uk)

### **Unit for the Enhancement of Learning and Teaching (UFLT)**

The **Unit for the Enhancement of Learning and Teaching** comprises a successful, scholarly set of teams

- the Academic Practice Team, which provides initial and continuing professional development for academic staff and HE research through the Centre for the Study of Higher Education (CSHE), a research centre of the Faculty of Social Sciences
- The Student Learning Advisory Service, which provides academic support for students
- Curriculum Development which focuses on curriculum development and innovation, with a particular emphasis on e-learning
- Quality Assurance and Validation, which is responsible for the quality and standards of awards made by the University

The teams are diverse, flexible and committed, connected to a number of regional and national networks and work closely with academic Schools and support sections at both the Canterbury and the Medway campuses. In addition, UFLT has links with colleagues in Associate FE Colleges and other HE institutions. More information about the Unit can be found at <http://www.kent.ac.uk/uflt/>

The post-holder will work within the Academic Practice Team. This team's principal responsibilities are initial and continuing professional development for academic staff. This takes the form of the following taught programmes

- Postgraduate Certificate in Higher Education (PGCHE)
- Associate Teacher Accreditation Programme (ATAP) offered to part-time teachers,
- PGDip and MA in Higher Education

Additionally we offer (since September 2012) a PhD in Higher Education

Team members also contribute to other non-accredited provision run in collaboration with academic Schools and with the Graduate School. Individual team members are active members of the Society for Research in Higher Education and the Staff and Educational Development Association and reviewers for *Teaching in Higher Education*, *Studies in Higher Education*, *Times Higher Education* and other academic journals

In October 2011 we also established a new research centre, the Centre for the Study of Higher Education. All APT staff support and contribute to the work of the Centre through seminars, publications in national and international peer-reviewed journals, scholarly activity, funding bids and doctoral co-supervision. The broader membership of the Centre is drawn from a number of disciplines across the university, with research covering a wide range of perspectives, including the history, sociology and economics of higher education, the university as a site of public policy enactment, management and leadership of universities, research policy and measurement, academic and disciplinary work, and teaching and learning.

## **The Role**

We are looking for an enthusiastic and experienced individual with an understanding of the challenges facing Higher Education academic and teaching staff. The role involves working with staff (both early career and more experienced) by contributing to the programmes offered through the Centre and by involvement in non-credit-bearing activity. You may be based in a University academic department and have gained such experience through developmental work such as mentoring. You may, alternatively, have experience of working as a teacher educator. You will be able to demonstrate relevant experience of planning and delivering professional development, a sound understanding of current developments in HE and familiarity with relevant literature. We would particularly welcome applicants with expertise to contribute across the range of our taught programmes, and to the development of our research in Higher Education.

The post is likely to appeal to you if you

- have a passion for learning and teaching
- have a capacity to inspire and engage others
- are ready to take on a more challenging role in the professional development of others
- wish to contribute to the development of Higher Education research at Kent

Your work will focus on two principal areas:

### **Education Taught Programmes**

#### **ATAP/PGCHE**

The Postgraduate Certificate in Higher Education (PGCHE) is a 60 credit Masters level programme which aims to address all aspects of the academic role. For some years it has been a probationary requirement for new full time members of academic staff. Part-time and sessional teachers (including increasing numbers of Graduate Teaching Assistants - GTAs) initially take core learning and teaching-related modules, comprising half the credits of the PGCHE. This stage is known as the Associate Teacher Accreditation Programme (ATAP). Increasing numbers of part-time staff either wish or are required to teach as a condition of their postgraduate scholarships, so the demand for the ATAP has dramatically increased. A further effect of increased uptake is that greater numbers of part-time staff now wish to take the full PGCHE programme as part of their career development.

## **PGDip/MA in Higher Education**

These programmes are now in their second year. They are open to staff inside and outside the University with a minimum of two years' experience of working in HE. The PG Diploma builds on the existing Postgraduate Certificate in Higher Education and includes new modules designed to develop a critical understanding of the processes and nature of educational research, with a specific focus on HE. Participants develop and interrogate a field of specialism in the Higher Education context which can then be pursued through a dissertation for the MA.

## **Continuing Professional Development**

The Academic Practice Team has responsibility for working through the Faculties to identify, and respond to, specific School or programme team developmental needs. We are currently working with the Graduate School and academic Schools to address the specific needs of the increasing numbers of GTAs and other part-time teachers. We also advise individual staff preparing applications for University Teaching Prizes and the National Teaching Fellowship Scheme, advise on publications of HE research and offer support to those preparing for promotion.

## **Job Purpose**

The role will primarily focus on working with staff in the early stages of their career, but also require engagement with more experienced staff.

Your work will focus on two principal areas, working with colleagues in the Academic Practice Team to:

- (1) support and teach sessions on the PGCHE/ATAP programme, including acting as a personal tutor and carrying out teaching observations; support and teach agreed elements of the PGDip/MA programme
- (2) work with Faculties/Schools/Graduate School on the provision of initial professional development to meet the increasing demand for training for those who teach (including sessional staff, GTAs and post-doctoral researchers)

In addition, all members of the Academic Practice Team are expected to contribute to the development of research and scholarship on Higher Education including, where appropriate, PhD supervision.

## **Key Accountabilities / Primary Responsibilities**

The role will ensure that all of those who teach at Kent have professional training and/or qualifications that maintain and seek to enhance the quality of teaching and hence, the student learning experience, in line with QAA and HEA requirements. This will be achieved by:

- supporting initial teaching development by identifying relevant opportunities and appropriate professional development for the enhancement of the student learning experience

- contributing to relevant accredited professional development sessions through the PGCHE/ATAP/PGDip/MA programmes
- developing accredited and non-accredited provision, so as to respond to the current and future needs of teachers, both full- and part-time

Research-led teaching is fundamental to all our programmes.

## Key Duties

### Principal responsibilities include:

- working closely with other team members to design and teach on the academic programmes
- contributing to the further development of these programme; an ability to convene the *Technology in the Academic Environment* and/or *Introduction to Educational Research Methodology* would be particularly welcome
- acting as a tutor for PGCHE/ATAP participants and holding regular tutorials
- observing and assessing the teaching of participants
- liaising with members of the programme team on the progress of participants
- serving as a member on appropriate programme committees, for example the Graduate Studies Committee
- representing the Unit or the CSHE at Faculty and School level
- supporting professional development work and other academic CPD activity with academic staff across the university
- contributing to the development of the research culture within the Centre and at the University of Kent

Such other duties, commensurate with the grading of the post, that may be assigned by the Head of Department or their nominee.

## Internal & External Relationships

**Internal:** Members of the Academic Practice team, others in UELT and in the Centre for the Study of Higher Education links with Faculties and Schools, as well as the Graduate School. Attendance at the Graduate Studies Committee for Education programmes and relevant Faculty and School committees

**External:** Professional bodies such as the Higher Education Academy (HEA), the Staff and Educational Development Association (SEDA), and the Society for Research in Higher Education (SRHE).

## Person Specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications are assessed against each of the criteria either at application or interview stage. Applications will be deemed unsuccessful if an essential criterion is not met. This may also help you self-select if you are suitable for the role.

### ▪ Qualifications / Training

	Essential	Desirable
A Higher degree (Masters or PhD or equivalent) and a postgraduate training qualification in the area of post-compulsory teaching and learning, such as the PGCE in Further or Higher Education or HEA or SEDA Fellowship	✓	

### ▪ Experience / Knowledge

	Essential	Desirable
Recent HE experience as a lecturer in an academic discipline, <b>either by:</b> Contributing to a programme similar to the postgraduate Certificate in HE <b>OR</b> delivering professional development at a higher professional level to colleagues in FE or HE	✓	
Experience in a range of assessment strategies		✓
Experience of initial academic professional development	✓	
An understanding of the British higher education system and the roles of academic staff, their interests and the obstacles they face, especially at the beginning of their career	✓	
A thorough understanding of current developments and literature relevant to learning and teaching in HE	✓	

### ▪ Skills / Abilities

	Essential	Desirable
Sound self management skills including:	✓	
Good time management and organisational skills	✓	
An evaluative and reflective approach to own work	✓	
Excellent teaching and communication skills with a variety of colleagues in Universities	✓	
Ability to work as a member of a programme team	✓	
Potential to develop research or scholarship in the field	✓	
Demonstrate ability to inspire and engage colleagues – particularly academic staff and all those who teach	✓	

▪ **Additional Attributes**

	<b>Essential</b>	<b>Desirable</b>
Willingness to develop new skills/expertise	✓	
Commitment to Equality and Diversity	✓	

**Application Process**

To apply for this post you will be asked to complete a short form and upload your CV, a one page summary (covering letter) and any other supporting documents that you would like to submit (for example a Research plan, Publications or Publications list, if it's not in your CV).

Your application should provide clear evidence and examples demonstrating where you meet the criteria for the post.

If you are invited to interview, we will request references for you at that stage. Please include contact details (email address) of three referees we may contact in your application.

Copies of certificates for qualifications you have stated you have achieved in your application will be requested at offer stage; in particular, those that were deemed as essential for the post.

The link to the application procedure can be found by returning to the position details page and clicking on 'click here to apply for this job'.

Applications must be received by the closing date and unfortunately late applications cannot be accepted.

If you are invited to attend an interview we will contact you by email confirming the arrangements. If you are not successful at the shortlist stage, we will also contact you by email to let you know.

<b>Closing date:</b>	<b>14 May 2013</b>
<b>Interviews are expected to be held on:</b>	<b>13 June 2013</b>

**Redeployment Policy:** Please note that applicants currently on the University of Kent redeployment register will be considered for this post prior to other applicants. For further information on our redeployment policy please visit <http://www.kent.ac.uk/hr-staffinformation/policies/redundancy-redeployment.html>

**Two Tick Symbol:** The University of Kent is proud to operate within the 'Positive about Disability' Employment Pledge (Two Tick Symbol) and guarantee an interview to candidates who declare a disability and meet the essential criteria listed in the person specification.

If you have a disability and require information regarding accessibility of our campus facilities please visit <http://www.disabledgo.com/en/org/university-of-kent>





**Job Share:** Applications to job-share this post are welcomed. If you wish to apply on a job-share basis indicate this on your application and include:

- If you are applying as part of a job-share team (please give name of sharer) or as an individual.
- The proportion of the job you would wish to work, expressed as a percentage.
- Whether you would be interested in the job on a full-time basis if a suitable sharer does not come forward.

**UK Border Agency Immigration regulations:** The University of Kent is unable, under current immigration law, to employ candidates who are not eligible to live and work in the UK.

For academic and research vacancies, or posts that require very specialist skills we can apply for a Certificate of Sponsorship (although there is no guarantee that this will be granted). This is on the basis that the criteria for such applications have been met.

Please refer to the Home Office website if you require further information on their Certificate of Sponsorship procedure/requirements at <http://www.bia.homeoffice.gov.uk/>



## Equality and Diversity

The University of Kent is committed to the provision and support of an inclusive and balanced environment that respects and celebrates diversity. The University has comprehensive Equality and Diversity policy that states our commitments to the various equality strands. Furthermore, we have Single Equality Scheme that outlines our intentions and actions with regards to the race, gender and disability equality duties. Both of these documents alongside other useful guidance can be found on [www.kent.ac.uk/equalityanddiversity](http://www.kent.ac.uk/equalityanddiversity)

**Mediation Service:** the University of Kent Mediation Service provides an Alternative Dispute Resolution Service to all employees. It is completely free and confidential and offers you a positive, collaborative approach to resolving work-place conflict should it arise; supporting the University's collective interest in encouraging two-way dialogue and discussions, where people are able to jointly find solutions to differences.

*2012 winner, Best Newcomer to Mediation – National Mediation Awards.*

## Benefits and Terms and Conditions

▪ <b>Generous holiday entitlement</b>	▪ <b>Competitive salaries</b>
▪ <b>Flexible working</b>	▪ <b>Pension scheme</b>
▪ <b>Childcare facilities/vouchers</b>	▪ <b>Training and development</b>

**Salary:** Grade 7: £31,331 - £32,267 - £33,230 - £36,298 or Grade 8: £37,382 - £38,522 - £39,649 - £40,834 - £42,055 - £43,312 - £44,607 per annum according to experience and qualifications.



Employees normally receive an increment annually until the top of the scale is reached. In addition there is normally a nationally agreed annual cost of living salary increase.

**Annual Leave:** Whilst there is no prescribed holiday entitlement for Academic staff, a notional figure of 43 days per annum is applied (pro rata for part time staff); 8 of these days are reserved for bank/public holidays and 5 are 'customary' days when the University closes at Christmas. Academic staff are expected to make arrangements for reasonable holidays with their line manager.

**Pension:** You will be automatically enrolled to become a member of **USS (Universities Superannuation Scheme)** – a defined benefit pension scheme.

Staff who commence employment at the University of Kent from 1 October 2011 who are not current members of the USS Scheme (either from their employment elsewhere or at the University of Kent) who wish to join the Scheme will pay an employee contribution rate of 6.5% of salary. The University contributes a sum equal to 16% of salary.

Staff who commence employment at the University of Kent from 1 October 2011 who are current members of USS (either from their employment elsewhere or at the University of Kent) or who have previously been a member of USS and wish to re-join the Scheme will pay an employee rate of 7.5% of salary. The University contributes a sum equal to 16% of salary. *NB To qualify to re-join USS under this arrangement there must not be a gap of more than 30 months since you were last a member of the Scheme.*

**Post Graduate Certificate in Higher Education:** Depending on qualifications and experience, there may be a requirement to register for, and complete the Kent Post Graduate Certificate in Higher Education. This part time 60 credit, Masters level programme is specifically designed for academic colleagues who embark on a research and/or teaching career in Higher Education, and consists of two core modules:

- An introduction to Learning, Teaching and the Academic Environment
- Critical Perspectives on Academic Practice
- And two modules of choice from a range of seven.

The department is expected to take the commitment to this programme into account when allocating the workload and a departmental mentor is assigned until completion.

The programme is accredited by the Higher Education Academy which ensures this Kent qualification is portable across the British HE sector. If you already have a teaching qualification or substantial experience of research and/or learning and teaching in their broadest sense, you may be eligible for exemption from parts of the programme.

To find out more about the programme, please refer to the website: <http://www.kent.ac.uk/uelt/academic-practice/apt-dev-prog/PGCHE/index.html>

**Flexible Working:** The University is willing to consider changes in hours (either short or long term) for all groups of staff, when these are consistent with operational needs.

**Location:** The primary location is at the University's Canterbury Campus, although the post-holder may be required to work from time to time at other campuses and centres.

**Childcare:** There is an independent nursery on campus. There is usually a waiting list and to inquire about vacancies please contact the manager. Telephone 01227 827676

**Relocation package:** The University offers assistance with relocation expenses for those who have to move to the vicinity of a University Campus to a post, which is tenable for two or more years.

For full Terms and Conditions please see:

<http://www.kent.ac.uk/hr-staffinformation/conditions-of-service>