



Cardiff
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JOB DESCRIPTION

Job Title:	Lecturer in Teacher Education and Professional Learning (Welsh Medium)
Department:	Cardiff School of Education and Social Policy
Location:	Cyncoed Campus
Grade:	7A/B
Salary:	£46,049 - £51,753 per annum pro rata
Tenure:	1 x 0.5 FTE, 1 year fixed term

Role Summary:

The Cardiff School of Education and Social Policy (CSESP) offers four accredited ITE programmes, PGCE Primary (3-11), PGCE Secondary (11-18), BA (Hons) Primary Education with Qualified Teacher Status (QTS) and School Based Employee Route. These are accredited by the Education Workforce for Wales (EWC). Applications are invited for a Lecturer in Teacher Education within the Cardiff Partnership for ITE in CSESP. Applicants should be experienced within the field of primary and/or secondary education and have QTS. As a member of the CSESP team you will be accountable for teaching, curriculum development, research and professional learning within your field of expertise. You will use innovative and inclusive learning strategies which serve to motivate and support students to achieve outstanding academic and professional outcomes.

The successful candidate must demonstrate the ability and willingness to teach across phase on the PGCE Primary (3-11), PGCE Secondary and BA (Hons) Primary Education with Qualified Teacher Status (QTS) programme as well as non QTS programmes within the School. This may include the delivery of Welsh Language Development sessions for students studying through the medium of English.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.



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ROLE PROFILE

Principal Duties and Responsibilities:

Teaching and learning support

- Design, develop and deliver a range of programmes of study at various levels.
- Use appropriate teaching and learning support and assessment methods.
- Review on a regular basis course content and materials, updating when required.
- Supervise student projects and placements.
- Identify areas where current provision is in need of revision or improvement.
- Set, mark and assess work and provide feedback to students.

Research and scholarship

- Engage in subject, professional and pedagogy scholarly activity/research as required to support teaching activities.
- Participate in individual or collaborative scholarly projects.
- Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities.
- Develop and produce learning materials and disseminate the results of scholarly activity.
- Contribute to the development of research-informed teaching and learning strategies.

Communication

- Routinely communicate complex and conceptual ideas.

Liaison and networking

- Participate in external networks, for example with external examiners and assessors e.g. professional associations.
- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

Managing people

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, you could be expected to supervise the work of others.
- Co-ordinate the work of others to ensure modules are delivered to the standards required.
- Resolve problems affecting the quality of course delivery and student progress within your own areas of responsibility, referring more serious matters to others, as appropriate.

Teamwork

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

Pastoral care

- Act as a module tutor.
- Be responsible for the pastoral care of students within a specified area.

Initiative, problem-solving and decision-making

- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Develop ideas for promoting the subject:
 - e.g. Develop ideas and find ways of disseminating and applying the result of scholarship.
 - e.g. Responsibility for the design and delivery of own modules and assessment methods.
 - e.g. Collaborate with colleagues on the implementation of assessment procedures.
 - e.g. Advise others on strategic issues such as student recruitment and marketing.
 - e.g. Contribute to the accreditation of courses and quality control processes.
 - e.g. Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

Planning and managing resources

- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work and the organisation of external activities such as placements.
- Participate in developing ideas for generating income.
- Be responsible for administrative duties in areas such as admissions, timetabling, examinations, assessment of progress and student attendance.

Sensory, physical and emotional demands.

- Balance the pressures of teaching and administrative demands and competing deadlines.

Work environment

- Within the context of Cardiff Metropolitan University's H&S policy, depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.

Expertise

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support.
- Use a range of delivery techniques.

Standard Notification

These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Post: Lecturer in Teacher Education and Professional Learning (Welsh Medium)

Unit/School: Cardiff School of Education and Social Policy

*Key

A - Application form
I - Interview
T - Test

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	A good honours degree and / or equivalent professional qualification. Qualified Teacher Status. Master's qualification, or an ability to complete within two years. Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a 3-year period. The ability to lead a PGCE Secondary programme.	✓ ✓ ✓ ✓ ✓	✓	
Education and Qualifications (Desirable)	An earned doctoral level qualification Fellow Status as part of the Higher Education Academy's Professional Recognition scheme. Membership of a professional body.	✓ ✓ ✓		
Knowledge (Essential)	A good level of knowledge relevant to the subject and professional area. Evidence of undertaking continuous professional development (CPD). A sound understanding of pedagogy. A sound understanding of research and scholarly activity.	✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓
Knowledge (Desirable)	Regional / National / International recognition in specialist subject and/or professional area	✓		
Skills and Abilities (Essential)	Ability to develop teaching and/or research programmes and the provision of learning support.	✓		

	Ability to design teaching and learning material. Ability to employ appropriate assessment methods. Ability to support the development of research objectives, projects or proposals. Ability to employ appropriate methods for disseminating research findings. Ability to contribute to the achievement of the School Strategic Enabling Plan and the development of other school activities. Ability to undertake administrative duties in an accurate and timely fashion. Ability to plan workloads and projects and manage resources effectively. Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance. Ability to take responsibility for a number of key areas such as module tutor, research supervision. Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – Presentations at conferences, reports on findings, publications, feedback etc. Ability to work collaboratively on research projects through the development of appropriate partnerships.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓
Skills and Abilities Relating to Role (Desirable)	N/A			
Experience Paid/Unpaid (Essential)	Significant experience of teaching in the primary school sector Experience of HE teaching or equivalent, e.g. mentoring students on school placement. Experience of engaging in pedagogic and practitioner enquiry and research. Experience of working with others in a supervisory/guiding/supporting/mentoring capacity.	✓ ✓ ✓ ✓	✓ ✓	✓
Experience Paid/Unpaid (Desirable)	Experience of attracting or generating funds/income through a variety of sources. Experience of teaching and scholarship in Higher Education.	✓ ✓		

Other Requirements Welsh Language Skills (Essential)	<u>Listening, Reading, Writing, Speaking</u> C2 – Master user Can communicate fluently on complex and specialist matters in Welsh.	✓	✓	✓
Other Requirements (Desirable)	N/A			

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crb-criminal-records-bureau-check>