



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Senior Lecturer in Initial Teacher Education and Professional Learning (Primary Specialism)
School:	Cardiff School of Education and Social Policy
Location:	Cyncoed Campus
Grade:	8 A/B
Salary:	£53,301 - £61,759 per annum
Hours	37 hours per week (part time / fractional contracts will be considered)
Tenure:	Fixed Term, 1st November 2026 - 17th December 2027

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 PGCE Secondary School Based Employees programmes. These are accredited by the Education Workforce for Wales (EWC).

As a member of the CSESP team you will be accountable for teaching, curriculum development, research and professional learning within the field of initial teacher education. You will use innovative and inclusive learning strategies which serve to motivate and support students to achieve outstanding academic and professional outcomes.

The major commitment is to teach and assess on the BA (Hons) Primary Education and PGCE Primary programmes and to work with schools to empower student teachers to realise their potential. Although there will be a particular focus on the primary phase, the successful candidate must also demonstrate the ability and willingness to teach across phase on the PGCE Secondary (11-18) programme as well as non QTS programmes within the School.

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



ROLE PROFILE

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Principal Duties and Responsibilities:

Teaching and learning support

- Contribute to the design, develop and deliver a range of programmes of study at various levels.
- Review on a regular basis course content and materials, updating when required.
- Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- Ensure that course design and delivery comply with the quality standards and regulations of the university and department.
- 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.
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Research and scholarship

- Engage in pedagogic and practitioner research and other scholarly activities.
- Contribute to the development of teaching and learning strategies.
- Work in conjunction with others to apply subject knowledge to practice.
- 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

- Disseminate conceptual and complex ideas to a wide variety of audiences.

Liaison and networking

- Lead and develop internal networks for example by chairing and participating in School and Institutional committees.
- Provide professional advice e.g. act as external examiner.
- Lead and develop 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

- Provide academic leadership to those working within programme areas, as course leader or equivalent, by for example agreeing work plans to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans with reference to the Academic Handbook.
- Contributing to the development of teams and individuals.
- Act as a personal mentor to peers and colleagues.
- Resolve problems affecting the quality of course delivery and student progress within of own areas of responsibility, referring more serious matters to others, as appropriate.
- Leading/contributing to courses through pedagogy /research activity.

Teamwork

- Help to lead teams within areas of responsibility.
- Help to ensure that teams within the department work together.
- Participate to help resolve conflicts within and between teams.

Pastoral care

- Responsible for dealing with referred issues for students within own educational programmes.
- Provide first line support for colleagues, referring them to sources of further help if required.
- Act as a module tutor.

Initiative, problem-solving and decision-making

- Resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations.
- Make decisions regarding the operational aspects of own educational programme.
 - e.g. Contribute to decisions which have an impact on other related programmes.
 - e.g. Monitor student progress and retention.
 - e.g. Provide advice on issues such as ensuring the adequate balance of student population, appointment and student and other performance matters.
 - e.g. Spotting opportunities for strategic development of new courses or appropriate areas of activity and contributing to the development of such ideas.

Planning and managing resources

- Responsible for the delivery of own educational programmes.
- Contribute through the teams within which you are a member of to the overall management of the department in areas such as resource management, business and programme planning.
- Lead in setting standards and monitoring progress against agreed criteria for own area of responsibility.
- Be involved through various routes in departmental level strategic planning and contribute to the Institution's strategic planning processes.
- Plan and deliver consultancy or similar programmes within the constraints of resources available.
- Be responsible for quality, audit and other external assessments in own areas of responsibility.

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 (e.g. laboratories, workshops, studios) may be expected to take responsibility for conducting risk assessments and reducing hazards.

Expertise

- In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.

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.



PERSON SPECIFICATION

Job Title: Senior Lecturer in Initial Teacher Education and Professional Learning (Primary Specialism)

School/Unit: Cardiff School of Education and Social Policy

***Key**

- A - Application form
- I - Interview
- P - Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	P*
Education and Qualifications (Essential)	A good honours degree.	✓		
	A Masters Qualification.	✓		
	Qualified Teacher Status.	✓		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within agreed timescales (as soon as is practicably possible and within three years of commencement of employment).	✓		
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	Doctoral level qualification or equivalent professional experience in leadership within the sector.	✓		
	Membership of a Professional Body.	✓		
Knowledge (Essential)	An in-depth knowledge of pedagogy related to ITE.	✓	✓	✓
	Evidence of undertaking continuous professional development (CPD).	✓	✓	
	A sound understanding of pedagogy in the Primary Education context.	✓	✓	✓
	An in-depth understanding of research/innovation and scholarly activity.	✓		

Knowledge (Desirable)	An in-depth knowledge relevant to the subject and professional area (Primary Education and/or Initial Teacher Education).	✓	✓	
	National/international recognition in specialist subject and professional area.	✓	✓	
Skills and Abilities Relating to Role (Essential)	Ability to design, develop and deliver a range of programmes at postgraduate level.	✓	✓	
	Ability to contribute to the review of programme design on a regular basis to ensure compliance with quality standards and academic regulations and to make alterations where appropriate.	✓	✓	
	Ability to contribute to the achievement of the Partnership Improvement Plan, School Development Plan and the institution's strategic planning processes.	✓	✓	
	Ability to identify opportunities for strategic development/improvement e.g. new courses, consultancy.	✓		
	Ability to identify (through the analysis of appropriate management information) areas requiring improved performance e.g. student numbers, student satisfaction.	✓		
	Ability to take responsibility for a number of key areas such as chairing and participating in school and institutional committees, leading projects.	✓		
	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations, reports, learning materials, results of scholarly activity, feedback etc. to a wide variety of audiences.	✓		
	Ability to lead and contribute to the development of teams to ensure effective and productive working relationships.	✓		
	Ability to lead/develop/work collaboratively with a number of internal and external networks, e.g. professional associations, external examiners, school partners.	✓		
	Ability to plan workloads and projects and manage resources effectively.	✓		
	Ability to undertake administrative duties in an accurate and timely fashion.	✓		
	Ability to provide professional advice to a wide range of stakeholders.	✓		

Skills and Abilities Relating to Role (Desirable)	N/A			
Experience Paid/Unpaid (Essential)	Experience of providing academic leadership and first line support/mentoring for other colleagues. Experience of engaging in pedagogic and practitioner research. Experience of contributing to the development of academic strategies for example, teaching and learning, research and enterprise. Experience of managing performance through the setting, monitoring and review of objectives.	✓ ✓ ✓ ✓	✓ ✓ ✓	
Experience Paid/Unpaid (Desirable)	Experience of teaching and research in a Higher Education setting.	✓		
Other Requirements (Essential)	N/A	✓	✓	
Other Requirements Welsh Language Skills (Desirable)	<u>Listening, Reading, Speaking, Writing</u> A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh. Ability to teach through the medium of Welsh.	✓ ✓		

*The appointment of the successful applicant will be subject to a Disclosure and Barring Service check (DBS, previously CRB).