



JOB ADVERT [NCH Lecturer and Course Leader]

The Role

New College of the Humanities wishes to appoint part-time, fixed-term lecturers/tutors in the following courses and capacities:

- **Research Design and Data Collection** (Masters level): A course leader/lecturer/tutor is required for a full course including lectures, seminars, marking, and all associated duties. The purpose of this course is to support students toward choosing and refining a topic for the final Dissertation on the *MA in Communicating Economic Policy* programme. This course runs in the Hilary (Spring) term. (Anticipated total contact hours: 15, anticipated fee: £1,750.)
- **Finance** (3rd year Economics undergraduates): A course leader/lecturer/tutor is required for running a full course including lectures, seminars, 1:1 tutorials, marking, and all associated duties. The main areas in this two-term course are (a) Investment and Asset Pricing, (b) Corporate Finance. (Anticipated total contact hours: 94, anticipated fee: £7,200.)
- **Introduction to Economics** (1st year Economics undergraduates): A tutor is required for supporting an experienced lecturer with seminars, 1:1 tutorials, and occasional marking of small numbers of examination scripts. This is a two-term course. (Anticipated total contact hours: 61, anticipated fee: £3,550.)
- **International/Economic Development** (1st and 2nd year Economics and Politics undergraduates): A tutor is required for supporting an experienced lecturer with seminars and 1:1 tutorials. The person should be confident with the use of the graphical method in Economics, but also be able to communicate ideas from International Development and Economic Development accessibly to students with little knowledge of Economics. This is a two-term course. (Anticipated total contact hours: 111, anticipated fee: £6,050.)

The successful candidates will be expected to deliver a combination of lectures, seminars,

and 1:1 tutorials as relevant to the course, as well as carry out the duties of a course leader (where relevant), such as producing course guide documents and assessment briefs/examination papers, and marking (main examination and potential supplementary examinations as needed).

We particularly welcome applications from those with an interest in innovative and/or interdisciplinary teaching and learning, those with experience of supporting a wide variety of students, and those belonging to groups underrepresented in UK higher education or within the discipline of Economics.

We encourage applications from those with recently (or near) completed PhDs, as well as those with established careers. Applicants should normally have submitted their PhD thesis (or equivalent) prior to taking up the appointment.

About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities has established itself as a prestigious, university-level college based in the heart of cultural and intellectual London. Small by design, the College offers a unique and broad liberal arts -inspired curriculum with highly personalised teaching, including the gold standard one-to-one tutorial system. The College is currently going through an exciting period of growth, part of which is having recently become part of Northeastern University's global network.

The College follows a trimester system, the teaching dates can be found [here](#) and more information on our suite of Economics and PPE degrees can be found [here](#).

Additional Information

Enquiries

Informal enquiries may be made to Dr Marianna Koli (Head of the Faculty of Economics), by email at marianna.koli@nchlondon.ac.uk. However, all applications must be made in accordance with the application process specified.

Application Process

Applications should be made via [this link](#) by midnight, end of **May 12, 2019**. Please reference your application "**ECONCH0419**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than two pages that highlights teaching specialisms, experience, and, where applicable, innovation in teaching; a record of current and proposed research, including a list of publications; and a curriculum vitae.

Candidates who have been shortlisted will be notified by May 17th, 2019. Interviews will be held between the 23rd and 30th of May, 2019.

Those shortlisted will be asked to attend an interview in person which will include a prepared teaching demonstration. In exceptional cases we may be able to offer Skype

interviews.

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. The College is **not** able to provide Sponsorship for this appointment.

Lecturer and Course Leader (NCH Sessional)

Job Description

POSITION OVERVIEW

Title:

Location: Bloomsbury, London

Contract Type: Fixed-term (one academic year); part-time (sessional/visiting post)

Salary: Remunerated according to experience and student numbers on the courses

Start date: 1 August 2019 (teaching commences late September)

JOB DESCRIPTION

Job title	Lecturer and Course Leader (sessional)
Job family	Teaching
Job purpose	
To undertake teaching at undergraduate and/or postgraduate level and take responsibility for administrative duties commensurate with the role. As a Course Leader is responsible for the quality, delivery and assessment of the course(s).	
Main duties and responsibilities	
The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities, and the balance between the elements in the role, may change or vary over time depending on the specific needs at a specific point in time, or due to changing needs in the Faculty or College.	
Teaching	
Design, plan and implement effective and inclusive teaching arrangements and learning activities	
Teach within a subject area using appropriate teaching, learning support and assessment methods	
Assess the work and progress of students and provide them with constructive feedback	
Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback	
Develop ideas for improving the learning environment, teaching and/or assessment and feedback methods	
Engage in professional development in relation to teaching, learning and assessment, including the use of an evidence-informed approach, which utilises the outcomes of research and scholarship to enhance practice	
Management and administration	

Responsible for the high-quality delivery and management of the course(s), and lead on the design and modification of content (where appropriate)
Monitor student progress, achievements and attendance, including ensuring that the expected student attainment against the course learning outcomes is set at the right level
Participate in the development, administration and marking of exams and other assessments, including preparation of assessment briefs.
Participation in Peer Reviewing, moderating, and writing of Internal Examiners Report(s)
Undertake preparation of course guides, reading lists and the virtual learning environment (VLE) content
Participation in faculty meetings and attending staff training opportunities
Collaboration with colleagues (where required) and maintaining good working relations in the performance of the role.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> • PhD (includes pending) or equivalent in relevant discipline • Membership of professional body/bodies • Higher education teaching qualification or professional recognition e.g. PGCert, FHEA or equivalent 	X	X X
Experience/Knowledge		
<ul style="list-style-type: none"> • Experience of teaching at undergraduate and/or postgrad level, or in comparable environment • Experience of course development, leadership and management • Demonstrable depth and breadth of understanding in relevant research field(s) • An emerging track record in research in relevant subject commensurate with stage of career 	X X	X X
Skills		
<ul style="list-style-type: none"> • Excellent written and oral communication skills including presentation skills • Excellent interpersonal skills, communication style and team working • Good organisational and administrative skills • Ability to form positive working relationships within the College, community, business and other partners 	X X X X	
Attributes		
<ul style="list-style-type: none"> • Commitment to working within professional and ethical codes of conduct • Commitment to excellence in research and teaching and to providing the highest quality experience for students 	X X	