



New College  
of the Humanities

## JOB ADVERT [NU.in Fall 2019 Lecturer and Course Leader]

### The Role

New College of the Humanities wishes to appoint part-time, fixed-term lecturers/tutors in the following courses, teaching 1<sup>st</sup> year undergraduates on an exchange programme from the United States:

- **Principles of Microeconomics:** This is a standard Microeconomics course using an introductory Economics textbook, with an emphasis on understanding the impact of Economics in society, economic institutions and structures, and the uses of data in Economics. Anticipated contact and marking hours: 235. Anticipated fee: £13,750. This course runs in a 15-week term, from late August to early December, with assessment throughout the term.
- **Calculus for Business:** This course uses an introductory Calculus textbook and the software package MyMathLab. Anticipated contact and marking hours: 235. Anticipated fee: £13,750. This course runs in a 15-week term, from late August to early December, with assessment throughout the term.
- **International Business and Global Social Responsibility:** This is an introductory course using an introductory Business Studies textbook, with emphasis on the basic concepts of business studies, as well as interpreting culture and using ethical reasoning. Anticipated contact and marking hours: 205. Anticipated fee: £12,250. This course runs in a 15-week term, from late August to early December, with assessment throughout the term.

The successful candidates will be expected to act as course leaders and deliver the courses in a combination of lectures and seminars, as well as administer and mark assessments throughout the term. The structure of the assessment is at the discretion of the instructor, taking advice from relevant colleagues at New College of the Humanities and/or Northeastern University.

We particularly welcome applications from those with an interest in innovative and/or interdisciplinary teaching, learning and assessment, those with experience of supporting

a wide variety of students, and those belonging to groups underrepresented in UK higher education.

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.

These courses are part of a new collaboration between New College of the Humanities and Northeastern University, and the instructors will collaborate with both institutions during their employment. These students are primarily, but not exclusively, native English speakers and a significant number will be studying subjects outside the humanities. This course is being delivered to students visiting from Northeastern University (Boston, USA).

The ideal candidate will have experience of teaching [add in details] to undergraduates and will be happy to work as part of a small, committed, team.

### **Application Process**

Applications should be made via [this link](#) by midnight, end of Sunday **May 12, 2019**. Please reference your application "**ECONU0419**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that highlights teaching experience and any additional relevant experience in, for example, the pastoral care of students; 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.

Applications 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. We are **not** able to provide Tier 2 Sponsorship for this post.

# Job Description – Lecturer & Course Leader

Title: Lecturer and Course Leader

Location: Bloomsbury, London

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

Salary: See advert

Start date: 1st August 2019 (teaching commences last week of August)

Important dates: Staff training days are being held on 1st and 2nd July 2019, and attendance is mandatory.

## JOB DESCRIPTION

<b>Job title</b>	<b>Lecturer and Course Leader</b>
<b>Job family</b>	Teaching
<b>Job purpose</b>	
To undertake teaching at undergraduate level and take responsibility for administrative duties commensurate with the role.	
<b>Main duties and responsibilities</b>	
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 Course/Faculty/College.	
<b>Teaching</b>	
Design, plan and implement effective and inclusive teaching arrangements and learning activities based on an existing syllabus	
Teach across a range of courses or 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, working in collaboration with academic colleagues who are also contributing to the Course and/or Programme	
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	
<b>Management and administration</b>	

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Administer the full delivery and management of the course(s), under the guidance and with the support of the course leader (where appropriate) and / or the Academic Director (where the role is a Course Leader).
Ensuring standardisation across all sections of the course, including by organising regular faculty meetings and moderating samples of the marking of other instructors.
Undertake preparation of course guides, reading lists and virtual learning environment (VLE) content
Monitor student progress, achievements and attendance; participate in the development, administration and marking of exams and other assessments
Undertake regular office hours as timetabled, to provide opportunities to students for additional academic support and discuss feedback, or to discuss any administrative issues
Participate in faculty meetings, mid-term review meetings and staff training

## PERSON SPECIFICATION

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