



New College  
of the Humanities

# Lecturer in Professional Education

## POSITION OVERVIEW

Location	:	Bloomsbury, London
Term	:	Full-time (38 hours per week); permanent
Salary	:	Up to £45,000 per annum (commensurate with experience)
Start	:	1 August 2019
Benefits	:	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)

Application Deadline: 4<sup>th</sup> July 2019, midnight

## The Role

New College of the Humanities wishes to appoint a full-time **Lecturer in Professional Education**.

This role is to work with an experienced team to help deliver a first-class professional education on the College's Launch programme. The Launch course is a compulsory part of all degrees at New College of the Humanities, for students from a wide range of academic backgrounds and interests. Topics covered include a range of Business skills, including both conceptual and technical work, with a vocational focus.

The successful candidate will be expected to co-deliver lectures and workshops, together with a range of guest speakers from professional backgrounds. They should also undertake the duties of a course leader (where relevant), for example producing course documents such as assessment briefs/examination papers, marking, and record-keeping of marks and feedback.

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.

## 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, and professional education (the Launch programme) for every student. 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 the Launch programme can be found [here](#). The teaching and assessment timetable extends from early September to late June.

## **Additional Information**

### **Enquiries**

Informal enquiries may be made to Dr Marianna Koli, by email at [marianna.koli@nchlondon.ac.uk](mailto: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 **Thursday 4 July, 2019**. Please reference your application "LPE0619". 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; and a curriculum vitae.

Candidates who have been shortlisted will be notified by **8 July, 2019**. Interviews will be held in the week commencing **15 July, 2019**.

Those shortlisted will be asked to attend an interview in person.

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 might be able to provide Sponsorship for this appointment, depending on the specific circumstances of the individual. If you would require sponsorship, please informally enquire via [jobs@nchlondon.ac.uk](mailto:jobs@nchlondon.ac.uk) to go over your specific circumstances ahead of submitting a formal application.

# Lecturer and Course Leader

## Job Description

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### POSITION OVERVIEW

Title: Lecturer in Professional Education

Location: Bloomsbury, London

Contract Type: Full-time; permanent

Salary: Up to £45,000 per annum (commensurate with experience)

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

Application Deadline: Midnight 4 July 2019

### JOB DESCRIPTION

<b>Job title</b>	<b>Lecturer and Course Leader (Full time)</b>
<b>Job family</b>	Teaching
<b>Job purpose</b>	
To undertake teaching and/or co-teaching at the undergraduate 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).	
<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 College.	
<b>Teaching</b>	
Plan and implement effective and inclusive teaching arrangements and learning activities	
Work together with the College team and a range of visiting speakers to provide seamless collaborative teaching	
Teach within a range of fields of business/professional education 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, assessment, and professional education, including the use of an evidence-informed approach, which utilises the outcomes of research and scholarship to enhance practice	
<b>Management and administration</b>	
Responsible for the high-quality delivery and management of the course(s), and participate in 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 relevant reports

Undertake preparation of course guides, reading lists and the virtual learning environment (VLE) content

Participation in relevant 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
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• A postgraduate degree</li> <li>• Membership of professional body/bodies</li> </ul>	X	X
<b>Experience/Knowledge</b>		
<ul style="list-style-type: none"> <li>• Experience of teaching/training at either the undergraduate level or in a professional training environment</li> <li>• Experience of assessment</li> <li>• Experience of, and/or interest in, a varied range of assessment methods</li> <li>• Experience of course development, leadership and management</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>• Excellent 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 teaching and to providing the highest quality experience for students</li> </ul>	X X	