



Lecturer in History

POSITION OVERVIEW

Term	:	Part time; fixed term from December 2020 to July 2021
Start date	:	No later than 10 December 2020
Base	:	A mix of online and face to face teaching based in London

THE ROLE

The New College of the Humanities at Northeastern wishes to appoint a part-time lecturer in **History** for the undergraduate course: **The Long Civil Rights Movement** and a small amount of seminar-style teaching on two team-taught courses. The salary will be £6,253.

The course is taught over Hilary Term, beginning on 11 January and ending 31 March 2021, with all other administration including marking and revision occurring from 1 April and ending on 31 July 2021. The lecturer will be teaching undergraduate students at level 5 (second-year undergraduate). This course comprises circa 70 contact hours, plus all course administration, Course Leader responsibilities and examination duties.

Teaching will be delivered through 1 x 2 hours of lecture (delivered in person) each week for eight weeks and approximately 52 hours of 1-1 tutorials (delivered via zoom) spread over Hilary Term, plus eight hours of revision sessions (in person) in Trinity Term. The lectures are currently scheduled on Wednesdays between 12.30 and 14.30 but the college aims to be flexible in the timing of lectures and revision sessions.

The post-holder will also contribute circa 25 additional contact hours teaching by leading seminars on the team-taught level 5 undergraduate course **History, Heritage and Memory** and the level 7 postgraduate course **Public History** on topics related to public and digital history.

The start date is no later than the 10th of December 2020 but it is possible to start earlier.

Teaching experience is required for the position. We particularly encourage applications from those with an interest in innovative teaching, learning and assessment; those with experience

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

Core duties will include the delivery of lectures, seminars and tutorials, formative and summative assessment, according to the established syllabus in the College; and relevant administration as required.

Pre-existing Virtual Learning Environments, lecture notes, seminar plans and handouts will be available to support the candidate in delivering teaching on these courses.

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 at Northeastern has established itself as a prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, including our gold standard tutorial system. The College is undergoing an exciting period of growth, having become part of Northeastern University and its global network in early 2019.

ADDITIONAL INFORMATION

Enquiries

Informal enquiries may be made to Lars Kjaer (Head of Faculty, History) at lars.kjaer@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 20:00 on 30 November 2020. Please reference your application **HIST1120**. 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 innovation in teaching, as well as general availability; and a curriculum vitae.

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 these appointments.

PERSON SPECIFICATION

Qualifications

- A postgraduate degree or at least one year of PhD studies completed [essential]

Experience/Knowledge

- Experience of teaching History [essential]
- Experience of feedback provision and assessment methods for History [essential]
- Experience of teaching History to university undergraduates or graduates [desirable]

Skills

- Excellent written and oral communication skills including presentation skills [essential]
- Excellent interpersonal skills, communication style and team working [essential]
- Excellent organisational and administrative skills [essential]
- Ability to form positive working relationships within the College, community, business and other partners [essential]

Attributes

- Commitment to working within professional and ethical codes of conduct [essential]
- Commitment to excellence in teaching and to providing the highest quality experience for students [essential]

Job Description

Lecturer

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

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- Prepares and delivers Lectures, Seminars, 1:1s or other teaching (e.g. co-curriculars, office hours) based on course-leader supplied course materials and (where relevant) with the guidance of the Course Leader.
 - Adapts slides / hand-outs for each week's content.
 - Manages and updates course section VLE.
 - Enters registers daily and responds to student emails in a timely manner and in line with academic policies within 24 hours.
 - Monitors student attendance and participation in line with engagement policy and meets with at risk students in line with the engagement policy.
 - Flags up concerns about a student (e.g. Title IX issue, mental health) in accordance with academic policies.
 - Marks using an assignment specific rubric (where relevant) and provides feedback on all assignments and liaises constructively with moderator (usually, the Course Leader) as required.
 - Produces a brief mid-term / end-of-term ('collections') note for each student in the course section.
 - Attends timetabled programme / course meetings.
 - Responds to associated faculty/staff emails within 24 hours where required
 - Fosters a positive work environment with a good team spirit, including faculty colleagues, administrative teams, with student experience and a quality academic experience at the forefront of all efforts

Course Leader

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Initiates updates to design of an existing course and course materials (e.g. power points, reading materials, VLE course-specific templates, Turnitin marking rubrics) for a particular incarnation of the course (e.g. in light of faculty or student feedback, disciplinary developments, or scholarship or research brought to bear).
- Oversees the delivery of a course, working with Programme Director(s) and Operational Lead(s) where relevant to ensure coordination with other elements of the programme (e.g. through timetabling).

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- Leads and, where necessary, cooperates with operations on co-curricular design, organisation and logistics. Undertakes moderation and peer review for their course or another course.
 - Where relevant, works with Lead Instructors to ensure parity of assignments, delivery (section course materials, VLE, and in-class peer review), and grading across all course sections.
 - Where relevant, manages academic accommodations in response to recognized specific learning difficulties, extenuating circumstances, or similar (e.g. creating and grading back-up and replacement assessments if a student has an approved reason to re-submit).
 - Liaises with instructors, programme directors and operations to connect students to student services or relevant college and/or university bodies where necessary.
 - Where relevant, offers course-wide office hours.
 - Where relevant, provides course-specific input in cases of student appeals.
 - Where relevant, meets with students whose absences endanger their performance on the course in line with the engagement policy.
 - Where relevant, invigilates exams and writes examiner's reports and/or participates in relevant exam boards.
 - Where relevant, trains, manages, assists, and covers for other course instructors.
 - Where relevant, attends programme meetings and initiates and chairs regular course-level meetings, assigning and monitoring any actions arising.
 - Where relevant, plays a key role in recruitment of new instructors, though recruitment is ultimately managed by Heads of Faculty.
 - Responds to associated faculty/staff emails within 24 hours where required.