



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Lecturer in Social Policy and Practice
Location:	Cardiff School of Education and Social Policy
Location:	Llandaff Campus
Hours:	37 hours per week
Grade:	7AB
Salary:	£44,263 - £49,794 per annum
Tenure:	Fixed term until 31 July 2025
Accountable to:	Dean of School

Role Summary:

To provide quality teaching and learning opportunities for Sociology and Social Policy and Health and Social Care students at all levels of the HND and BSc (Hons) degrees, to assess and provide feedback to them and to undertake non-lecturing/administrative duties as appropriate.

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



ROLE PROFILE

This role profile 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

- Design teaching material and deliver either across a range of modules or within a subject area.
- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or e.g. field trips and, where appropriate, placements.
- Identify areas where current provision is in need of revision or improvement.
- Contribute to the planning, design and development of objectives and material.
- Set, mark and assess work and examinations and provide feedback to students.

Research and scholarship

- Engage in subject, professional and pedagogy scholarly activity/research as required to support teaching activities.
- Participate in individual or collaborative scholarly projects.
- Support the identification of sources of funding and contribute to the process of securing funds for own scholarly activities.
- 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.

Communication

- Routinely communicate complex and conceptual ideas.

Liaison and networking

- Participate in and help develop internal and external networks for the benefit of Cardiff Metropolitan University in the areas of teaching and research.

Managing people

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, could be expected to supervise the work of others.
- Co-ordinate the work of others to ensure modules are delivered to the standards required.

Teamwork

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

Pastoral care

- Act as a personal tutor.
- Be responsible for the pastoral care of students within a specified area.

Initiative, problem-solving and decision-making

- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Develop ideas for promoting the subject through, for example:
 - Disseminating and applying the result of scholarship.
 - The design and delivery of own modules and assessment methods.
 - Recruitment and marketing
- Collaboration with colleagues on the implementation of assessment procedures.

Planning and managing resources

- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work and the organisation of external activities such as placements and field trips.
- Participating in developing ideas for generating income.
- Be responsible for administrative duties in areas such as admissions, timetabling, examinations, assessment of progress and student attendance.

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 and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.

Expertise

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support.
- Use a range of delivery techniques.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. 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 technical 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: Lecturer in Social Policy and Practice

School/Unit: Cardiff School of Education and Social Policy

***Key**

A - Application form
I - Interview
T - Test

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	Master's degree in a relevant subject area (e.g. housing, sociology, health, , social work, sociology or good BA (Hons) Degree with substantial experience of work at a senior professional level in a relevant professional field.	✓		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a three-year period.	✓	✓	
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	Membership of a professional body.	✓		
	An earned doctoral level qualification	✓		
Knowledge (Essential)	A good level of knowledge relevant to the subject and professional area of Sociology, Social Policy, Health and Social Care or a related field.	✓	✓	
	Evidence of undertaking continuous professional development (CPD).	✓		
	A sound understanding of pedagogy.	✓		
	A sound understanding of research/innovation and scholarly activity.	✓		
Knowledge (Desirable)				
Skills and Abilities	Ability to design teaching and learning material.	✓	✓	✓
		✓	✓	

Relating to Role (Essential)	<p>Ability to employ appropriate assessment methods.</p> <p>Ability to contribute to the achievement of the School Development Plan and the development of other school activities.</p> <p>Ability to undertake administrative duties in an accurate and timely fashion.</p> <p>Ability to plan workloads and projects and manage resources effectively.</p> <p>Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance.</p> <p>Ability to take responsibility for a number of key areas such as module tutor, research supervision at undergraduate level.</p> <p>Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations, reports, learning materials, results of scholarly activity, feedback etc.</p> <p>Ability to develop productive working relationships as part of a professional team.</p> <p>Ability to work collaboratively on research projects through the development of appropriate partnerships.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Skills and Abilities Relating to Role (Desirable)	<p>Evidence of being an active researcher within the social policy arena, providing research informed and practice led teaching.</p>	<p>✓</p>	<p>✓</p>	
Experience Paid/Unpaid (Essential)	<p>Experience of teaching/scholarly activity or equivalent.</p> <p>Experience of attracting or generating funds/income through a variety of sources.</p> <p>Experience of working with others in a supervisory/guiding/supporting/mentoring capacity.</p>	<p>✓</p> <p>✓</p> <p>✓</p>		
Experience Paid/Unpaid (Desirable)	<p>Experience of teaching and research in Higher Education.</p> <p>Able to evidence strong links with key stakeholders and key players including Welsh</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	

	Government, demonstrating personal credibility within the sector.			
Other Requirements (Essential)	Ability to demonstrate a commitment to Equality and Diversity, Health and Safety, Quality Standards.	✓		
Other Requirements (Desirable) Welsh Language Skills	<u>Listening, reading, speaking, writing</u> A1 Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	✓		