

Job Description



Job Evaluation Code	
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Job Title	Teacher
School/Professional Service	
Job Grade	Grade 6
Career Pathway	Teaching & Scholarship

Organisation Structure

<i>Insert Org Chart if available</i>	
Post Responsible To	Line manager/Archaeology and Conservation Section Head
Posts Responsible For	

Job Purpose

As a member of the relevant teaching team(s) within the school/department, to design, co-ordinate, supervise and deliver units of teaching (which may include full modules) and assessment on undergraduate and postgraduate programmes. To also undertake required academic and teaching related administrative duties in relation to the delivery of that teaching and assessment, and the programmes as a whole.

To undertake a significant academic administrative/management role within the relevant section of the school/unit or other appropriate managerial activities.

You will be assigned an academic line manager, and the support of a mentor is available.

Duties and Responsibilities

Key Duties

Design and plan units of teaching within undergraduate and postgraduate degree programmes primarily focussed on Conservation (i.e. the conservation of heritage materials, practical conservation treatments, analytical techniques for conservation and conservation in field archaeology), such as individual lectures/seminars/workshops, larger sections of modules, or entire modules. This includes identifying learning objectives and selecting appropriate curricula; selecting teaching methods, resources and reading; determining, designing and producing study material; planning course delivery and planning for contingencies such as slower/faster progress than anticipated.

Where required, co-ordinate team teaching of modules, including liaison with other academics and/or postgraduate, to ensure the course complements other courses taken by students; collaborate with colleagues on course development and curriculum changes.

Deliver units of teaching, which includes individual lectures/seminars/workshops, larger sections of modules, or entire modules. This includes preparing teaching material, communicating subject matter and encouraging critical discourse to develop rational thinking; observing and reacting to student interventions; responding to questions outside class times and to contingencies in course delivery.

Carry out assessment for units of teaching, including designing assessment and marking criteria; supervising assessments where required (e.g., in class tests or presentations), marking assessments, entering marks on to university systems and providing written/oral feedback.

Supervise and mark undergraduate and PGT projects as required.

Undertake a significant academic administrative/management role within the relevant section of the school/unit or other appropriate managerial activities.

Carry out teaching evaluation, including facilitating student feedback; reflecting on own teaching design and delivery and implementing ideas for improving teaching delivery and own performance. Undertake continuous professional development activities agreed with line manager and through supporting activities such as probation or annual PDR (performance development review).

Act as a point of contact for both academic and pastoral student queries, signposting and referring students to relevant advice and support services. This may be in the capacity of a formal Personal Tutor, or as member of a module delivery team.

Carry out teaching related administrative duties as required, dealing promptly with reactive requests, such as those relating to teaching, supervising students and administrative tasks or actions from committees and working groups.

Undertake an academic administrative/management role within the relevant section of the school/unit or other appropriate managerial activities as required.

General Duties

Ensure that an understanding of the importance of confidentiality is applied when undertaking all duties.

Abide by all University policies.

Perform other duties occasionally which are not included above, but which will be consistent with the role.

Person Specification

Essential Criteria (maximum of 10)

1. Good first degree, plus a PhD or equivalent applied/professional experience in Conservation.
2. Proven effective teaching skills and relevant teaching experience in the field of Conservation, particularly of lecture/class lesson planning, group management and appropriate methods of assessment.
3. Ability to take full responsibility for the design, delivery, planning, and co-ordination of teaching units on a course, module, or programme of study, and for related assessments.
4. Effective proven verbal and written communications skills.
5. Effective proven organisational skills and ability to effectively manage and prioritise own workload alongside a flexible and adaptable approach to work.
6. Ability to deal with reactive requests on a regular/daily basis, such as those relating to teaching, supervising students and administrative tasks.
7. Ability to work collaboratively within a teaching team

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Desirable Criteria (if appropriate)

8. Relevant professional/teaching and learning qualification e.g., AdvanceHE Fellowship status or postgraduate teaching qualification.

Additional Information

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