



ASSOCIATE LECTURER A
DEPARTMENT OF
PSYCHOLOGICAL SCIENCES
SCHOOL OF SCIENCE

LONDON'S EVENING UNIVERSITY

WELCOME

Many thanks for your interest in the role of associate lecturer A. This opportunity comes at an exciting point in Birkbeck's history, as we approach our 200th anniversary in 2023.

We have always occupied a unique niche in the UK Higher Education landscape. Founded to make university education accessible to all working Londoners, Birkbeck has been constantly reinvented and renewed in the face of demographic and policy change. As we approach 2023, we will not only be celebrating this history, but also seeking to put the institution on a new footing through a major programme of capital investment to support an ambitious estates strategy.

Part of the University of London federation, we are proud of our credentials as a research intensive institution which hosted luminaries such as Rosalind Franklin and Eric Hobsbawm. Located at the heart of Bloomsbury, our academic community has always been committed to impact, not only seeking to understand but also to change the world it inhabits. Investment in our research infrastructure, enabling us to build on our existing strengths and develop new areas of excellence, is a further key objective as we approach 2023.

Our unique teaching model, centred on face-to-face evening teaching, with students able to study at a pace of their choice, has enabled us to grow in spite of a succession of external challenges, most notably the national decline in part-time and mature student numbers following changes in funding and student finance since 2008.

A series of innovations, most notably our three-year UCAS entry routes through our evening undergraduate degrees, and our comprehensive range of access routes, have enabled us to reach out to a broader spectrum of students than ever before, whilst we remain one of the major providers of academic and professional postgraduate qualifications in London and in the

UK. A further focus of attention is the student experience, where we aim to improve our excellent performances in the National Student Survey (where we have regularly been the highest ranked multi-Faculty institution in London), and in graduate employability.

These ambitious goals come at a time of unprecedented change in the wider HE policy environment. Following a major restructuring in 2009–2010, the College has undergone a period of rapid growth and robust financial performance. Our proven ability to manage our way through external challenges and internal changes, allied to our strong current position, mean that our strategic discussions about the future are focussed on the development of new subject areas and new modes of delivery.

Birkbeck has always had a national role as an advocate of widening access, lifelong learning and part-time and mature students; we will continue to argue this case, ensuring that new initiatives such as the Teaching Excellence Framework reflect the complexity and multivalency of a diverse and inclusive student community. Recently announced policy developments around degree apprenticeships and around postgraduate and part-time student finance give us the opportunity to further refresh and renew our offer.

All of the Birkbeck community have a role to play both in contributing to the development of these strategic ambitions, and in delivering them.

Professor David Latchman, Master of Birkbeck

ABOUT BIRKBECK



In 1823 George Birkbeck founded the London Mechanics' Institute, an avowedly radical institution with a vision for opening up university education to working Londoners. By 1920 Birkbeck was incorporated in to the University of London and today, almost 200 years later, George's mission, 'to ensure the universal dissemination of the blessings of knowledge', remains undimmed.

Birkbeck, University of London, is a world-class research and teaching institution, a vibrant centre of academic engagement and excellence and London's only specialist provider of evening higher education. Where once we were known solely for our part-time courses and mature students, today we have a wider mix. Of our current cohort of new undergraduates, over half are of BAME background, and over a third qualify for the College's generous package of financial support for students from lower income backgrounds; students range from school leavers to retired learners, but the largest group consists of working Londoners in their 20s and 30s.

Undergraduate students study in the evening for a degree at a pace that suits them, across three, four or six years, with major recent growth coming via the three-year UCAS entry route, which has grown from zero to over 3000 students in the past six years. We are also a major provider of academic and professional postgraduate education, with the 6th largest cohort of home and EU postgraduate students in the UK. Our Master's courses are taught predominantly in the evenings, with one, two and in some areas three-year pathways, and flexible payment options. We have 14,000 students studying for over 40 Certificates of Higher Education, six Foundation Degrees nearly 80 BA/BSc/LLB degrees and over 150 Master's degrees in Arts; Business, Economics and Informatics; Law; Science; Social Sciences, History and Philosophy.

But while Birkbeck has its roots firmly in London, we are recognised on a global stage. The Times Higher Education (THE) World University rankings 2015–2016 placed Birkbeck among the world's top 250 universities and ranked us the 50th most

international university, taking in to account both the international students and international academic collaborations. Arts and Humanities courses at Birkbeck were recently ranked 52nd in the world, third best in London and 11th in the UK by THE 2015–2016 World University Subject Rankings, including SSHP's archaeology, classics, history, linguistics and philosophy programmes plus the School of Arts' literature, theatre and cultural studies programmes. And we are in the top 100 worldwide for English Literature, History, Philosophy, Psychology, according to the QS World University Rankings by subject 2015.

Birkbeck's reputation as a world-class research intensive institution was cemented by the Research Assessment Framework in 2014. Birkbeck was 30th in the UK for research, with 73% of our research rated 'world leading' or 'internationally excellent'. We are home to 44 research and specialist institutes and among the awards our research has won in recent years is the Queen's Anniversary Prize for excellence in higher education at the Centre for Brain Function and Development.

This unique combination of ground-breaking research and innovative teaching provides an inspirational learning experience for our students; we have consistently ranked number one in London for teaching and student satisfaction in the National Student Survey.

Birkbeck's main Bloomsbury campus is in the heart of academic London, home to a number of other universities and colleges of the University of London, including University College London and the School of Oriental and African Studies. We are situated among beautiful, leafy squares in one of the world's greatest concentrations of libraries, including the British Library and Senate House Library. Across the city in east London, we offer courses at University Square in Stratford. Both our campuses are well-served by public transport.

JOB DESCRIPTION

Job title:

Associate Lecturer A

School or Department:

Department of Psychological Sciences

Reports to:

Assistant School Manager

Responsible for:

Students as appropriate

Probation

The appointment is subject to a probationary period of 18 months.

PURPOSE OF THE JOB

To deliver teaching to Birkbeck students, in order to enable them to complete their studies successfully and to undertake scholarship to maintain knowledge of the appropriate subject area(s) within the oversight of Research & Teaching Colleagues. To undertake all related course administrative duties as required.

MAIN DUTIES

Teaching and Learning Support

- Teach as a member of a teaching team, within a predefined programme of study, in a variety of settings from small group tutorials to large lectures;
- Supervise the work of students including projects, field trips and where appropriate, dissertations and/or placements;
- Communicate knowledge, foster understanding and transfer expertise in the form of practical skills, methods and techniques, provide advice on study skills, and help with learning problems;
- Encourage critical thinking, foster debate, and develop the ability of students to engage in critical discourse and rational thinking;

- Develop teaching materials, methods and approaches that ensure that content, methods of delivery and learning materials meet defined learning objectives;
- Use a range of delivery techniques to inspire and engage students;
- Ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to student needs;
- Identify students' learning needs and define appropriate learning objectives;
- Work to ensure and facilitate student participation in assessment and completion of modules;
- Set, mark, and assess work and examinations, as required, and provide feedback to students;
- Undertake relevant administrative duties and paperwork to ensure key records are maintained including the submission of the appropriate student assessment records and other related documentation;
- Contribute to the content of handbooks, websites, brochures and other marketing/publicity material and activities;
- Identify areas where current provision may be in need of revision or improvement and make proposals for updates to content and materials;
- Contribute to the development, planning and design of new programmes of study, as appropriate.

Scholarship

- Reflect on practice and the development of own teaching and learning skills;
- Seek ways of improving personal performance by reflection on teaching design and delivery, and by obtaining and analysing feedback from students, peers and senior colleagues;
- Develop the skills of applying appropriate approaches to teaching;

- Engage in the scholarship and or professional development necessary to ensure up-to-date knowledge of the subject area(s);
- Develop learning materials to disseminate the results of scholarly activity/ professional development;
- Participate in appropriate staff development activities, such as induction and other training programmes and meetings as required.

Communication

- Deal with routine communications using a range of media;
- Communicate complex information, and material of a specialist or highly technical nature, orally, in writing and electronically e.g. a virtual learning environment.

WORKING RELATIONSHIPS & CONTACTS

People Management and Team working

- Regular contact and liaison with students to teach and provide support;
- Liaison with appropriate Research & Teaching colleagues on all matters regarding curriculum, teaching and learning. Where appropriate Research & Teaching staff will, in consultation with Professional & Support colleagues, provide the necessary guidance, direction and leadership on those aspects of the work;
- Collaborate with colleagues to identify and respond to students' needs;
- Collaborate with Research & Teaching colleagues on course development, curriculum changes and the development of scholarly activities;
- Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration;
- Oversee certificate, undergraduate and postgraduate students;
- Attend and contribute to subject group meetings;
- Join or participate in professional bodies as appropriate.

Student Support & Pastoral Care

- Respond sensitively and respectfully to issues concerning students and provide support and appropriate referral;
- Act as a mentor for students in the capacity of personal tutor, giving first line support;

DIMENSIONS

Problem Solving and Impact

- Use initiative, creativity and judgement in applying appropriate approaches to teaching and learning-support and scholarly activities;
- Respond to pedagogical and practical challenges;
- Contribute to the decision making process in how to deliver modules and student assessment;
- Contribute to collaborative decision making with colleagues on academic content and on the assessment of students' work.

Resource Management

- Co-operate with others (both Professional & Support and Research and Teaching Colleagues) to ensure student needs and expectations are met;
- Use teaching resources, laboratories and workshops as appropriate;
- Plan and manage own teaching and tutorials as agreed with Research and Teaching line manager.

Working Environment

- Manage the competing priorities of teaching, scholarship, knowledge transfer, administration and other deadlines, with help from line manager(s) and peers;
- Understand and manage the risks in the work environment and their potential impact on own work and that of others.

GENERAL RESPONSIBILITIES

(These are universal to all Birkbeck roles)

- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with Birkbeck's data protection policies, and relevant current data protection legislation.
- To undertake such other duties as may be reasonably expected.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
Knowledge Technical and/or work based skills	<p>Breadth or depth of specialist knowledge within subject area(s).</p> <p>Understanding of the particular needs of part-time learners and adult learners.</p> <p>Effective presentation skills and ability to lecture and lead other taught sessions clearly and effectively.</p> <p>Effective oral and written communication skills, to convey both simple and more complex information and academic concepts.</p> <p>Good level of Information and Communication Technology skills particularly in application to standard packages (e.g. word processing, spreadsheets, e-mail and internet use) and virtual learning environments.</p> <p>Skills in scholarship or comparable professional/industry activity relevant to the subject area.</p>	Experience of the design of learning materials for online delivery or a willingness to undertake training.	<i>Application Interview Presentation Test</i>
General skills and attributes	<p>Ability to appreciate and react to the needs of individual students and their circumstances.</p> <p>Ability to relate well to students, particularly adult learners.</p> <p>Commitment to working with diversity.</p>		<i>Application Interview Presentation Test</i>

Organisation and administration skills.

Ability to engage the interest and enthusiasm of students and inspire them to learn.

Experience	Formal teaching experience.	Teaching experience within a HE environment or with adult learners.	<i>Application Interview Presentation Test</i>
		Scholarly experience at postgraduate level.	
		Professional/industry experiences as appropriate to the subject discipline.	
Qualifications	Undergraduate degree or equivalent. As a minimum at the corresponding level of award as required to teach (or equivalent professional/industry level experience).	Postgraduate degree.	<i>Application Interview Presentation Test</i>
		Studying towards a PhD.	
		Appropriate professional qualification. Teaching qualification.	

FURTHER INFORMATION

HOW TO APPLY

Closing date for applications:

Midnight at 12 November 2019

Interview date:

21 November 2019

To apply for this position please go to our online [recruitment portal](#) and search for reference 537.

Please ensure your application includes full details of your employment history, education and qualifications, and recent development. For some roles, this will be collected in the application form, for others you will be asked to include this in a professional CV which can be uploaded.

All applicants are asked to provide a statement on their suitability for the role. This is a key piece of information which will help us determine your suitability for the role, so please:

- Align your skills and experience with both the job description and person specification.
- Be specific about projects you've worked on or managed. What was the outcome? How did you measure success?
- If you've had a leadership role, tell us about it. How big was the team? What was the scope of your work?
- If you're a recent graduate or have limited work experience, reference projects or coursework that demonstrate relevant skills and knowledge.
- Keep it short; the application form or the CV should contain all the additional information that we need during the selection process.

In addition to your application statement you may be asked to answer specific questions in areas that we consider essential to the role.

HELP & ASSISTANCE

If you are having difficulties accessing this site please email jobs@bbk.ac.uk

OUR COMMITMENT TO EQUALITY & DIVERSITY

The College is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed respected and treated in a fair, consistent and non-discriminatory manner. The College is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the 'positive about disability' Disability Confident scheme and guarantees to interview all candidates who meet the minimum essential criteria for the post and have chosen to opt in the scheme.

Birkbeck is a member of Advance HE, holds an institutional Bronze level Athena SWAN award, is a Mindful Employers Charter signatory and subscribes to Stonewall's Diversity Champions.