

Lecturer

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| **Section One – Job Details**  **Job Title: Lecturer**  **Department: Academic Department**  **Reports to: Head of Department**  **Grade: E1/E2** |
| **Section Two – Job Purpose**  The role of the lecturer is to convey their passion and enthusiasm for the subject they are teaching, create a welcoming environment, foster a sense of belonging and respect, encourage high performance, promote active engagement, promote critical thinking and intellectual curiosity and lay out from the beginning, expectations of how the students should behave and interact in the syllabus by modelling professional standards. |
| **Section Three – Main Responsibilities**  **Lecturers are required to:**   * plan and provide an effective and structured teaching and learning framework for students consistent with the agreed syllabus and programme documentation. * develop and maintain knowledge of the M.Ost programme structure and the indicative content of the course and its associated assessment strategies.   **Learning Zone:**   * upload a *session by session overview* of the course including any support materials and assessment information to the *ESO Learning Zone* prior to the start of the academic year. * upload *lesson plans* in the prescribed format to the *ESO Learning Zone* in advance of each session (minimum 24 hrs before the lecture). * Video lectures and upload to the Learning Zone within a week of the session taking place. * upload *videos* relevant to the course within a week of the session taking place. * design and produce effective *learning resources* in accordance with the ESO learning strategy and upload them to the *ESO Learning Zone* to support and enhance the learning experience of students. * give constructive and timely verbal and/or written feedback to students throughout the delivery of the course, irrespective of their level of achievement. * critically engage with current discourse in the subject area and cite relevant published source materials to complement teaching sessions, including but not limited to the Osteopathic Practice Standards * use a range of teaching and learning methods to reflect the content and to accommodate students' different learning styles and to support the development of a critically reflective approach in students at all stages of their programme. * ensure that all teaching materials and resources comply with ESO branding guidelines. * ensure that all material is properly referenced using the Harvard referencing system. All images used in presentations must by fully referenced and summarised at the end of each presentation in the copyright slide. * adhere to institutional copyright procedures in line with copyright law in the production of any course material. * submit exam papers, model answers and marking criteria to the Academic Registrar for all assessments within the required time frame. * mark and assess students' summative and formative written and practical assessment work as prescribed by the relevant course specification within the required time frame. * take registers and notify the Academic Registrar of any concerns regarding student attendance. * notify the Student Welfare Officer of any concerns relating to student welfare. * familiarise oneself with the Employee Handbook and in particular relevant academic, human resources and health and safety policies and procedures.   **For Practical lecturers only:**   * engage and manage a team of teaching lecturing assistants (including appraisals) to ensure that the module is delivered effectively. * organise and delegate teaching, learning and assessment tasks as appropriate. * video technique lectures and upload video materials relevant to the specific lecture within a week of the session taking place.   **All lecturers are required to participate in:**   * the annual course and assessment development and review processes. * the Professional Development Review scheme. This includes Teaching and Learning Observations, Peer Review and Appraisal. * staff development initiatives. * personal tutor scheme * faculty meetings * in-class summative assessments for different courses, when reasonably requested. |
| **Section Four – Dimensions**  All ESO lecturers will be required to hold a PGCertHE (or equivalent) or to agree to undertake a PGCertHE at the earliest opportunity.  **Osteopathic faculty must be registered with the GOsC if practising in the UK or other relevant regulatory body if practising abroad.** |

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| **Section Five – HERA Competencies**   * **Teaching and Learning** * **Knowledge and Experience** * **Communication** * **Pastoral Care and Welfare** * **Planning and organising** |
| **Signature of role holder Date:**  **Name of role holder**  **Signature of line manager Date:**  **Name of line manager**  **Date for review (2 years’ time – or sooner if the need arises)** |