



Job Description

Job title	Lecturer (Teaching) (Fixed Term, 10 Months)
Department/School	Social and Policy Sciences
Job family	Education and Research
Grade	7
Reporting to	Head of Department
Responsible for	May coordinate the work of Teaching Assistants, where applicable
Location	University of Bath premises

Background and context

The Department of Social and Policy Sciences is an internationally renowned Department, committed to supporting excellence in both research and teaching. It offers taught programmes in sociology, social policy, social work, social sciences, criminology, and international development (www.bath.ac.uk/departments/departments-of-social-policy-sciences/).

This postholder will be expected to teach undergraduate units on our programmes in sociology, social policy, and social sciences. They may be required to contribute to other programmes.

Job purpose

To prepare and deliver teaching of whole or parts of undergraduate or taught postgraduate units: this will include preparation of teaching material, delivery of lectures, seminars, tutorials, laboratory classes and group work (as appropriate to the department/discipline); assessment and marking of coursework and dissertations.

Provide advice and support to students, acting as a Personal Tutor.

Supervision of undergraduate or taught postgraduate student projects, and teaching-

related management and administration duties.

Whilst it is expected that teaching will be informed by research/professional expertise, there is no research component to this role.

Main duties and responsibilities

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities, and the balance between the elements in the role, may change or vary over time depending on the specific needs at a specific point in time, or due to changing needs in the department/group. Jobholders should note that there may not be an immediate requirement to carry out all the activities listed below.

1 Teaching

- | | |
|---|---|
| a | Prepare and deliver lectures, tutorials, and seminars in sociology/social policy/social sciences and other programmes where appropriate. This includes preparing teaching materials, communicating subject matter clearly, supporting students' studies and learning

Candidates are expected to teach other units offered by the department. This will depend on candidate's experience and expertise. |
| b | Participate in the review and development of undergraduate and taught postgraduate units and programmes. |
| c | Supervise the project work of undergraduate students and Masters project students, where appropriate. |
| d | Take responsibility for setting and assessment of coursework and examinations, including marking and providing written/oral feedback across all years of the programmes. |
| e | Carry out course evaluation including facilitating student feedback, reflecting on own teaching design and delivery and implementing ideas for improving own performance. |
| f | Deal with student queries about the content and delivery of a unit as well as providing advice and ideas to them where necessary. |
| g | Co-ordinate the work of teaching assistants, where applicable. |
| h | Plan and prioritise own work and forward plan for teaching. |

2 Management and Administration

- | | |
|---|---|
| a | Act as personal tutor to undergraduate and/or Masters level postgraduate students. |
| b | Management, administrative and pastoral care duties, including attending meetings, unit and programme boards, report writing. |

c	Assist with other activities (e.g. placement support, Widening Participation events, Open Days, outreach projects) as required.
d	Such other duties as may be reasonably required within the grade.

Special conditions

All appointments to Teaching Fellow posts are subject to a period of probation.

Person Specification

Criteria	Essential	Desirable	Examples measured by
Qualifications			
PhD in social policy, sociology or relevant social sciences or some relevant academic teaching experience or relevant professional knowledge		√	
UG degree or equivalent level qualification or equivalent professional expertise	√		
Higher education teaching qualification or professional recognition (e.g. PGCert, FHEA or equivalent)		√	
Experience/Knowledge			
Excellent general knowledge of social theory and their empirical application	√		
Knowledge and expertise in at least one area/sub-field of sociology/social policy/social sciences	√		
Excellent communication skills to perform teaching duties	√		
Knowledge of good teaching techniques	√		
Experience of delivering effective teaching at UG and PG levels	√		
Experience of setting and marking exams and other assessments	√		
Skills			
Plan and prioritise own workload, including preparation of teaching materials	√		
Ability to assess and mark student coursework and provide feedback	√		
Well-developed interpersonal skills and interactive capability		√	
Ability to recognise those having difficulties, intervene and provide help and support		√	
Ability and commitment to work in an interdisciplinary environment	√		
Attributes			
Act as a good role model	√		
	√		

Ability to work as part of a team	√		
Enthusiasm and self-motivation			
Ability to encourage active participation by students		√	
Ability to exercise initiative and be proactive		√	