**Appendix 3**

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**Job Description**

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| **Job title** | Lecturer (Teaching) in Accounting |
| **Department/School** | School of Management |
| **Job family** | Education and Research |
| **Grade** | 8 |
| **Reporting to** | Head of Division |
| **Responsible for** | Any students |
| **Location** | University of Bath premises |

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| **Job purpose** |
| The School of Management invites applications for a post at the level of Lecturer/Senior Lecturer (Teaching) in Accounting at the University of Bath.  We seek a new colleague with teaching interests in accounting. The successful applicant should be comfortable teaching undergraduate, masters or MBA students. |

| **Job purpose** |
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| Design and deliver high quality teaching which is informed by significant experience gained via practice, research/study and teaching experience, to undergraduate and/or postgraduate students - to include lectures, seminars, supervision of dissertations or projects, assessment and marking and pastoral care of students, in line with School and University policy.  Contribute effectively to University wide developments and innovation in the design and delivery of teaching.  Whilst it is essential that teaching is informed by research/professional expertise there is no research component in this role. |

| **Main duties and responsibilities** | |
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| 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 | Deliver high quality teaching to undergraduate and postgraduate students which is informed by significant professional expertise gained via practice, research/study and teaching experience.  Includes designing units of study and their assessment regimes, identifying learning objectives and teaching methods, developing materials and resources, including materials for use online, communicating subject matter clearly and encouraging debate.  Provide appropriate responses to student interventions during teaching, responding to questions within and outside class times and react pro-actively and positively to changes in course content or delivery. |
| b | Design, implement and evaluate teaching and learning packages, participate in the development and modernisation of the curriculum. |
| c | Design, implement and evaluate assessment tools and criteria for courses, mark assessments, ensuring adequate moderation, providing written or oral feedback as appropriate. Mark final assessments as required. |
| d | Engage pro-actively in on-going professional development both in own subject and in teaching and learning.  May include involvement in professional or teaching and learning networks within and outside the University. |
| e | Take a role in programme evaluation, including facilitating student feedback, reflecting on own teaching design and delivery and implementing ideas for improving own performance. |
| **2** | **Management and Administration** |
| a | May be asked to represent the teaching interests of the Department at Faculty or University level meetings. |
| b | Take the role of Tutor or other pastoral role for students. Maintain a knowledge and awareness of student support services and be able to identify student behaviour which is of concern or where support is needed and refer students on appropriately for assistance as necessary. |
| c | Carry out teaching-related management duties or other duties within the grade as allocated by the Head of Department, Director of Teaching or other designated line manager. |
| d | Contribute to outreach and/or Widening Participation activity within the Department, Faculty/School or University. |

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| **Special conditions** |
| All appointments to Lecturer (Teaching) posts are subject to one year’s probation and successful completion of the Bath Course in Enhancing Academic Practice (Bath Course). Individuals may be granted exemption from the Bath Course and/or probation at the University’s discretion. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| A first degree in a relevant subject.  Qualification and experience gained through industrial or professional practice or University level teaching.  Higher education teaching qualification or professional recognition (e.g. PGCert, FHEA or equivalent) | √ | √ |
| **Experience/Knowledge** |  |  |
| Demonstrate recognisably high quality teaching technique (as evidenced by teaching observations, student feedback scores)  Demonstrate depth and breadth of understanding of subject matter at a complex conceptual level.  A sound understanding of academic processes and university regulations associated with teaching/ teaching quality.  Extensive University teaching experience & undertaking management roles in teaching or significant relevant professional experience | √  √ | √  √ |
| **Skills** |  |  |
| Provide a stimulating learning environment with insights from research or practice.  Ability to take full responsibility for the design, delivery and co-ordination of teaching programme(s).  Must be capable of context setting and handling conceptual frameworks.  Must have excellent interpersonal skills and interactive capability.  Ability to develop and prepare own teaching materials.  Ability to recognise those having difficulties, intervene and provide help and support. | √  √  √  √  √  √ |  |
| **Attributes** |  |  |
| Ability to engage and encourage active participation by students in own learning.  Reflective about own practice and able to pro-actively work to improve  Commitment to professional development in own subject and in teaching & learning  Able to make a strong contribution to all aspects of the life of the School | √  √  √  √ |  |