**Vacancy ref:**

**<FACULTY/ SCHOOL>**

JOB DESCRIPTION

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| **Title:** | Principal Teaching Fellow |
| **Department:** |  |
| **Grade:** | Grade 9 |
| **Salary:** |  |
| **Hours:** |  |
| **Contract Length:** |  |
| **Reporting to:** |  |
| **Location:** | > although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service. |
| **Introduction:** | The appointed person will be expected to make broad contributions to the academic work of the School of………. |

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| **Purpose of the role** |
| To provide academic leadership in the design and delivery of a range of high quality programmes of study. Help drive and embed the Teaching and Learning strategy within the School and University. Lead scholarship, research and professional and knowledge exchange activities. Carry out assigned senior administrative tasks and support the management and strategic planning processes of the school and the university. |
| **Teaching and Learning** |
| * Initiate and lead in the development and delivery of a range of programmes of study at various levels, including collaborative and international portfolio development. * Ensure that the teaching and professional activities of the School are maintained in accordance with accepted professional / University standards. * Take responsibility for the regular review and updating of course content and teaching materials. * Develop and apply innovative and appropriate teaching techniques and assessment procedures that are underpinned by scholarship and research across the breadth or depth of subject area. * Develop new and novel methods of curriculum delivery * Contribute at Faculty and University level to the development of academic standards for programmes and quality assurance policy and procedures. * Lead on the enhancement of the student experience outside of the delivery and design of modules. * Deal with student disciplinary matters and complaints that have been referred by other members of the team. |
| **Research and Scholarship** |
| * Contribute to the development of teaching and learning strategies. Work in conjunction with others to apply subject knowledge to practice. * Identify and develop research objectives and proposals for own and joint research. * Engage in pedagogic and practitioner research and other scholarly activities and act as project/team leader. * Publish pedagogic and professional scholarship related to specialism and be recognised by national scholars in their area. * Participate in regional, national and international collaborative projects. * Lead the development and submission of proposals to secure funding for teaching development activities. * Lead the development of knowledge exchange activities by e.g. establishing research and or educational links with industry, influencing public policy and the professions * Be involved /take on leadership roles in academic and professional networks. Play a role in relevant national professional body or recognised pedagogic events. * Achieve external recognition as an established authority and contribute to the wider academic or professional community. |
| **Leadership and Management** |
| * Contribute to the overall management of the school in areas such as administration   and budget planning and be involved in school level strategic planning.   * Provide advice on departmental strategic issues, student recruitment, staffing,   research direction and contribute to the strategic development of the  department.   * Carry out a thematic or strategic role at School/Faculty/University level * Take responsibility for the management of quality, audit and other assessment   process as appropriate.   * Lead and ensure the effectiveness of a major project/programme/consultancy, coordinating the work of a team, developing and/or improving procedures, resource management, organising and promoting interdisciplinary studies, and developing collaborative arrangements to support teaching. * Identify opportunities for the strategic development of new programmes or appropriate areas of activity and contribute to and take responsibility for implementing these ideas. * Ensure that teams within the department work together. Act to resolve conflicts   within and between teams.   * May be required to carry out line management. |
| **Citizenship** |
| * Contribute to a supportive working environment and develop productive working relationships with other team members. * Support colleagues with less experience and advise on personal development; train/advise on own area of expertise where appropriate; coach and support colleagues in developing research. * Attend and make a positive contribution to relevant school meetings. Lead, participate in and assist the work of committees, working parties and panels etc. * Set up, develop and sustain new relationships with client organisations, professional bodies or other universities/networks, provide consultancy/ professional advice to such bodies or act in the capacity of external examiner to other institutions. * Generate external recognition for self and school and participate in engagement activity such as community liaison. Contribute to the creation and/or development of social enterprise, cultural enrichment or outreach events beyond the Universities own initiatives. * Act as an ambassador for the University in all interactions with current and prospective students, staff, and visitors to the University, external partners, media and general public. * Promote the University’s values of an inclusive and diverse community. |
| **Values and Regulations** |
| * Any other duties commensurate with the grade as deemed necessary by the Director of >. * A commitment to LJMU’s values and regulations and Equality and Diversity Policy. * Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter. * Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU’s Environmental Management and Sustainability Policy and the Climate Change Action Plan. * The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Executive Leadership Team, are contained in Section 2 of the University’s Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder’s mandatory Environmental Management responsibilities are contained in Section 2 of the University’s Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy. * For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects. |

**PERSON SPECIFICATION**

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

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| **Essential Factors** | **Evidence** |
| An honours degree or postgraduate degree in a related discipline. | *Application* |
| A PhD or professional qualification and significant relevant professional experience at a senior level. | *Application* |
| HE teaching qualification **or** commitment to enrol and complete the LJMU PGCertLTHE programme in the three year induction plan. | *Application and*  *interview* |
| Sustained track record of teaching, with the development and delivery of new/novel teaching methods/programmes. | *Application and*  *interview* |
| Proven record of ability to conduct high quality research which is reflected in the authorship of high quality publications or other research outputs. | *Application and*  *interview* |
| Growing national reputation with sustained track record of pedagogic research. | *Application and*  *interview* |
| Record of identifying areas of research collaboration and the ability to form collaborations. | *Application and*  *interview* |
| Understanding of how the outputs of scholarship and research or professional body engagement can inform curriculum development in order to enhance the learning experience of students. Evidence of demonstrable engagement with the student experience. | *Application,*  *interview and presentation* |
| Ability to initiate development in the curriculum and take responsibility for the effective and efficient delivery of teaching programmes/modules. | *Application and*  *interview* |
| Ability to make a clear contribution at school/faculty/university level. | *Application and*  *interview* |
| Ability to manage and lead educational programmes/courses and/or team(s), including staff motivation and management. | *Application and*  *interview* |
| Ability to undertake senior organisational and administrative tasks. | *Application and*  *interview* |
| Commitment to fostering a positive learning environment for students and of providing excellent pastoral and academic support to students. | *Application and*  *interview* |
| Ability to work both individually and as a member of research/ teaching team. | *Application and*  *interview* |
| Ability to use ICT as a research tool and to develop teaching materials. | *Application and*  *interview* |
| Excellent communication skills (oral and written), coupled with the ability to develop these skills in students. | *Application,*  *interview and presentation* |
| Excellent interpersonal skills and the ability to inspire and collaborate | *Application and*  *interview* |
| Commitment to LJMUs values and regulations, including equality and diversity policy. | *Application and*  *interview* |

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| **Desirable Factors** | **Evidence** |
| Experience of submitting applications for external funding through research grants and contracts, etc. | *Application and*  *interview* |
| Evidence of innovation in curriculum design and delivery, particularly through the use of technology enhanced learning | *Application and*  *interview* |
| Membership of a relevant professional or teaching body | *Application* |

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| **BENEFITS OF WORKING FOR US** |
| **Financial benefits:** Competitive salaries based on a low contractual 35 hour working week.  17.5% employer contributions to pensions for non-academic staff enrolled into Local Government Pension Scheme (LGPS).  26.8% employer contribution to pensions for teaching staff enrolled into the Teachers’ Pension Scheme (TPS). |
| **Work life balance:** Excellent annual leave provision.  30 days for support staff and 35 days for staff and senior managers grade 8 and above.  8 UK bank holidays and up to 5 University closure days between Christmas and New Year.  Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible. |
| **Health and wellbeing:** Regular wellbeing support initiatives throughout the year.  Access to a trained counsellor via Employee Assistance Programme (EAP).  Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing. |
| **Career Benefits:** Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning. |
| **Making a difference:** LJMU Climate Action - be at the forefront of initiatives to tackle climate change.  Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.  Opportunity to volunteer at graduation ceremonies, clearing and open days. |
| **Discounts and other benefits:** A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.  Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.  Massively discounted gym and fitness classes at the [**University Sport Building**](https://www.ljmu.ac.uk/ljmusport/ljmu-sport-and-physical-activity-department)**.** |

