**Vacancy ref:**

**<FACULTY/ SCHOOL>**

JOB DESCRIPTION

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| **Title:** | Sessional Lecturer |
| **Department:** |  |
| **Grade:** | Grade 7 |
| **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** |
| Contribute to the delivery of teaching and learning by delivering lectures with specified learning outcomes within a clear and established teaching programme /framework. |
| **Key Duties** |
| * Agree with the member of academic staff responsible, the broad content of the teaching to be undertaken and the methodologies for/purposes of that teaching. * Produce own teaching materials, informed by current research that motivate and inspire student learning. * Carry out the necessary planning and preparation for the lecture and ensure that the learning objectives and learning need of students are met by the teaching content, methods of delivery and learning materials. * Facilitate discussions with students to help make sense of their learning within the context of the module and programme. * Provide proactive academic support and guidance to students, where students require more in-depth academic support and/or pastoral care, be responsible for ensuring that the student is directed to an appropriate person for the relevant support/care. * Assess student progress and provide timely and constructive feedback to students. * As required, set assessment tasks, and mark assignments to the agreed criteria. contributing to the development of examination questions. * Play an active and effective role as a member of a teaching team, attend and contribute to relevant meetings. * Collaborate with colleagues on course development and curriculum review. * Continue to update knowledge and develop skills to inform and support teaching. * Participate in ongoing professional development and evaluation of practice relating to learning, teaching and assessment. * Undertake relevant organisation and administration associated with the delivery of own teaching activity. |
| **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 environmental impact in the performance of the role and actively contribute to the delivery of LJMU’s Environment and Sustainability Policy. * The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Strategic Management 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. * 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** |
| A degree (or equivalent) in a relevant subject. | *Application* |
| Postgraduate qualification or equivalent qualification or professional experience as appropriate to the discipline. *Some areas may require a PhD* | *Application* |
| Recognised teaching qualification/experience of teaching at undergraduate level or delivering professional training. | *Application* |
| Sufficient breadth and depth of knowledge and understanding in the discipline to add value to the content of the module. | *Application and*  *interview* |
| Ability to communicate complex knowledge clearly to a range of abilities. | *Application and*  *interview* |
| The ability to encourage active participation by students. | *Application and*  *interview* |
| The ability to assess student’s work within the learning environment and provide feedback. | *Application and*  *interview* |
| Ability to contribute to course or method improvement. | *Application and*  *interview* |
| Ability to work both individually and as a member of a teaching team. | *Application and*  *interview* |
| Experience of applying relevant analytical skills, teaching methods and techniques. | *Application and*  *interview* |
| The ability to support all students including those with diverse learning needs and to recognise when to refer to other appropriate parties. | *Application and*  *interview* |
| Well-organised, reliable and good time-management skills. | *Application and*  *interview* |
| Engagement in Continuing Professional Development | *Application and*  *interview* |
| Commitment to LJMUs values and regulations, including equality and diversity policy. | *Application and*  *interview* |

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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)**.** |

