**CORE JOB DESCRIPTION**

**Job Title:** Professor of [subject]

**Grade:** Professor (Education focused), Grade 10

**School:** [School]

**Location:** [Location]

**Responsible to:** Head of School

**Direct reports:** n/a

**Key contacts:** Students, other members of Faculty within the School and University, School Officers, academics of similar standing in the field in other institutions.

**Role description:** Professor is the most senior career-grade teaching and pedagogic research position. Post-holders are expected to show high academic standing, to make a broad and sustained contribution to their field and discipline nationally and internationally, and to demonstrate sustained exceptional performance in research. They will demonstrate academic leadership in both teaching and research, and support the management and strategic planning processes of the School and the University.

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**PRINCIPAL ACCOUNTABILITIES**

1. To provide academic leadership at School and University level in the design and delivery of innovative and high-quality teaching programme and education strategy.
2. To engage in high-quality pedagogic research activity resulting in high-quality publication outputs.
3. To provide guidance, support and mentoring to junior members of staff working in the same or cognate research areas.
4. To play a key role in supporting the management activities of the School and University, and to undertake a significant School directorship role if required.

**KEY RESPONSIBILITIES**

1. **Teaching & Student Support**
2. Lead the innovative design, development and delivery of the overall curricula.
3. Develop the quality assurance framework within the University’s overall framework e.g. for the validation and re-validation of courses.
4. Regularly review and update course content and teaching materials, ensuring that they remain up-to-date and relevant, incorporating advances in the subject area and utilising appropriate technology.
5. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
6. Act as a champion for innovative teaching and technology-enhanced learning.
7. Actively maintain an understanding of appropriate pedagogy in the subject area.
8. Provide academic leadership and inspiration to those teaching within subject area.
9. Supervise PhD students and/or externally-funded post doctoral staff.
10. Undertake and complete administrative duties required in the professional delivery of teaching.
11. Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
12. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
13. **Scholarship & Enterprise**
14. Play a leading role in the development and implementation of School research strategies and themes, and lead and co-ordinate research activity in pedagogy.
15. Identify and develop research objectives, and proposals for own or joint research.
16. Define research objectives and questions, review and synthesise the outcomes of research studies, and develop ideas for application of research outcomes.
17. Develop proposals for major pedagogic research projects which will make a significant impact, and lead to an increase in knowledge or understanding or the development of new explanations, insights, concepts or processes.
18. Produce high-quality research outputs that are world-leading in the field, for publication or performance/exhibition, as appropriate.
19. Make presentations at national and international conferences or exhibit work in other appropriate events of a similar standing, and play a lead role in identifying ways to disseminate research outputs informally via the internet, the media and other forms of public engagement.
20. Develop and maintain an independent research reputation by, for example, serving on peer review committees, or acting as a referee.
21. Play a lead role in identifying sources of funding and securing bids, both individually and in collaboration with others.
22. Play a lead role in identifying and exploring opportunities for enterprise activity, knowledge exchange income and/or consultancy.
23. Provide academic leadership and inspiration to those working within own research area, and foster inter-disciplinary team-working.
24. Lead and develop internal and external networks to foster collaboration on both an individual level and on behalf of others in the School, share information and ideas, and promote the subject and the University, both nationally and internationally.
25. Develop successful links with external contacts such as other educational and research bodies, employers, professional bodies and other providers of funding and research initiatives to foster collaboration and generate income, and to influence the external research and policy agenda.
26. Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision-making bodies.
27. Make a leading and significant contribution to the development and implementation of education strategy at School and University level and to the field nationally and internationally in terms of education strategy.
28. Act as a leading authority in the field or specialism, developing new knowledge, understanding and innovation in the area.
29. Conduct risk assessments and take responsibility for the health and safety of others, if required.
30. **Contribution to School & University**
31. Attend and contribute to School meetings.
32. Contribute to the overall management of the School in areas such as budget management and business planning.
33. Contribute to School- and University-level strategic planning and development.
34. Engage in activities beyond day-to-day teaching duties, for example Admissions Days.
35. Assist with undergraduate and postgraduate recruitment.
36. Chair School or University committees, and participate in University decision-making and governance.
37. Undertake a School directorship role, for example Director of Research.
38. Advise and provide support to less experienced colleagues, and conduct Performance and Development Reviews, if required.
39. Mentor staff in related or cognate research areas, providing advice on personal and career development plans, and assisting them in identifying and securing career development opportunities.
40. Undertake additional administrative duties, as required by the Head of School.
41. **Role-specific duties**
42. [For completion by recruiting manager]

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

**INDICATIVE PERFORMANCE CRITERIA**

1. Evidence of quality in teaching and learning demonstrated in a range of measures, including student satisfaction; of thoughtful and effective innovation in the development of new courses and/or programmes; and of leadership in the promotion of teaching and learning in the subject.
2. Proven innovative teaching practice, typically adopted as best-practice within the institution.
3. Evidence of providing, or demonstrable potential to provide academic leadership, development, mentoring and career management advice for colleagues, research assistants and students in the area of teaching and learning.
4. A record of consistent involvement in external examining at research-intensive universities, and other forms of engagement in upholding academic standards.
5. Leadership of a national subject association.
6. Evidence of commitment to improving the student experience and/or leadership of a major change project designed to improve the student experience.
7. Academic distinctions (e.g. academic awards; editorship of, or refereeing for, journals; grant reviewer for awarding bodies; services for learned societies; election to Fellowships).
8. External and visiting appointments.
9. Influence on the formulation of policy.
10. Advancement of the discipline through a distinctive contribution to intellectual leadership, professional, clinical or vocational practice.
11. Evidence of enhancing the international standing and profile of the School and University.
12. A sustained contribution to the delivery of University and/or School strategy.
13. Evidence of exceptional collegiality.
14. A leadership role within the University, creating significant performance improvement.
15. External and visiting appointments.
16. Influence on the formulation of policy.
17. Advancement of the discipline through a distinctive contribution to intellectual leadership, professional, clinical or vocational practice.
18. Evidence of enhancing the international standing and profile of the School and University.
19. A sustained contribution to the delivery of University and/or School strategy.
20. Evidence of exceptional collegiality.
21. A leadership role within the University, creating significant performance improvement.

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

1. Educated to doctoral level in a relevant discipline (see role-specific criteria below).
2. In-depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
3. Excellent interpersonal skills, with the proven ability to engage with students using a variety of different methods.
4. Excellent presentation skills, with the proven ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
5. Significant experience of high-quality teaching at undergraduate and postgraduate level.
6. Successful track record of innovative curriculum design or redesign.
7. Significant track record of influential publications in reputable journals and other appropriate media of similar standing.
8. An international reputation in the field of study.
9. Successful track record of supervising postgraduate students.
10. Evidence of proactive contribution to the School and/or University.
11. Leadership and people management skills.
12. Ability to exercise a high degree of innovation and creative problem-solving.
13. Commitment to collegiality and inter-disciplinary working.
14. Excellent organisational and administrative skills.
15. Ability to prioritise and meet deadlines.
16. A willingness to participate in support activities beyond normal teaching duties.
17. Excellent IT skills, with the ability to produce high-quality learning support materials.

**ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. [For completion by recruiting manager]