1 Advertisement

Post Title: Education and Scholarship Lecturer in Digital Practice and Online Distance Learning
School/department: School of Media, Arts and Humanities/Media Practice
Hours: Full time hours considered up to a maximum of 1 FTE / 37.5 hours
Requests for flexible working options will be considered (subject to business need).
Contract: fixed term for 2 years
Reference: 3861
Salary: starting at £33,797 to £40,322 per annum, pro rata if part time
Placed on: 14 July 2020
Closing date: 14 August 2020. Applications must be received by midnight of the closing date.
Expected start date: 1 September 2020

The School of Media, Arts and Humanities at the University of Sussex wishes to appoint an Education and Scholarship Lecturer in Digital Practice and Online Distance Learning from 1 September 2020 to contribute to developing research and teaching in media and digital practice in the department of Media Practice. The successful candidate will normally possess a completed doctorate in a relevant academic discipline, have teaching experience and be able to help the development of digital and online distance learning pedagogies at the University of Sussex.

Please contact Head of Creative and Critical Practice, Paul Mcconnell (P.Mcconnell@sussex.ac.uk), for informal enquiries.

The University of Sussex celebrates and promotes diversity, equality and inclusion amongst our staff and students and we welcome applicants from all backgrounds. Applications are particularly welcomed from disabled and black and minority ethnic candidates, who are under-represented in academic posts in our department. We believe that the diversity of our staff and student community is fundamental to creative thinking, pedagogic innovation, intellectual exchange, and our interdisciplinary approach to research and learning.
http://www.sussex.ac.uk/equalities/.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at http://www.sussex.ac.uk/mediapractice/
3. **Job Description**

**Job Description for the post of: Lecturer A (Education and Scholarship) in Digital Practice**

**Department:** Media Practice

**Section/Unit/School:** Media Arts and Humanities

**Location:** Silverstone Building

**Grade:** 7

**Responsible to:** Subject Head of Media Practice

- Lecturer A (Education Focused) is an entry level teaching position. Post-holders will be expected to teach in a developing capacity. Post-holders will be expected to establish an education portfolio (scholarship). The successful candidate will normally possess a completed doctorate in a relevant academic discipline, have teaching experience and be able to help the development of digital practice pedagogies, especially with reference to Online Distance Learning, at the University of Sussex.

4. **Person Specification**

**ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. PhD in a relevant academic discipline
2. Experience of teaching digital practice at undergraduate level.
3. Evidence of engagement with the administrative organisation of teaching

**DESIRABLE CRITERIA**

1. A recognised higher education teaching qualification.
2. Experience of teaching at postgraduate level.
3. Experience of teaching in digital practice in online distance learning settings
4. Experience of teaching digital practice with focus on aspects of digital culture and social change
5. Emerging record of developing an education portfolio with some focus on scholarship
6. Experience of teaching with relevant software and platforms

**CORE JOB DESCRIPTION**

**Job Title:** Lecturer in Digital Practice

**Grade:** Lecturer A (Education Focused), Grade 7

**School:** Media, Arts and Humanities

**Location:** University of Sussex

**Responsible to:** Head of School

**Direct reports:** n/a
Key contacts: Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.

Role description: Lecturer A (Education Focused) is an entry level teaching position. Post-holders will be expected to teach in a developing capacity. Post-holders will be expected to establish an education portfolio (scholarship).

PRINCIPAL ACCOUNTABILITIES

1. To deliver and contribute to the design of high-quality teaching programmes to attract students.

2. To contribute fully to the School and University by participating in meetings, working groups, committees and other School and University activities.

KEY RESPONSIBILITIES

1. Teaching & Student Support

   1.1 Contribute to the planning, delivery and assessment of high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.

   1.2 Contribute to the development, design and management of courses and new curriculum proposals that are attractive to students.

   1.3 Ensure that teaching content, methods of delivery and learning materials will meet the defined learning objectives, including the use of appropriate technology.

   1.4 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide constructive and comprehensive feedback to students.

   1.5 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study.

   1.6 Develop and maintain an understanding of appropriate pedagogy in the subject area and respond to challenges.

   1.7 Supervise the work of undergraduate and taught postgraduate students, providing them with advice on study skills, projects, fieldwork and placements.

   1.8 Undertake and complete administrative duties required in the professional delivery of teaching.

   1.9 Make a significant contribution to the accreditation of courses and quality-control processes.
1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

1.12 Transfer knowledge in the form of practical skills, methods and techniques.

1.13 Supervise the work of students, provide advice on study skills and help them with learning problems.

2. Scholarship & Enterprise

2.1 Individually or with colleagues, explore opportunities for enterprise activity, third stream income and/or consultancy.

2.2 Build internal contacts and participate in internal networks and relevant external networks in order to form relationships and collaborations.

2.3 Supervise doctoral students as part of a supervision team, as appropriate to the discipline.

2.4 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.

2.5 Translate knowledge of advances in the subject area into the course of study

2.6 Undertake scholarship to inform education to ensure excellent learning experience for students

3. Contribution to School & University

3.1 Attend and contribute to School meetings.

3.2 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.

3.3 Assist with undergraduate and postgraduate recruitment.

3.4 Participate in School or University working groups or committees, as required.

3.5 Undertake additional administrative duties, as required by the Head of School.

4. Role-specific duties

4.1 Conduct teaching in both general areas of Media Practice with a specialism in Digital Practice and online distance learning.

4.2 Undertake an appropriate administrative duty supporting Media Practice
4.3 To undertake the above with the in line with realising goals set out in the university’s strategic plan

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. High quality teaching performance across a range of teaching activities, at different levels (year 1 undergraduate to postgraduate) appropriate to the discipline; as evidenced by surveys, questionnaires and peer review.

2. Evidence of skill in assessment and feedback techniques, and using a range of methods for evaluating the effectiveness of teaching.

3. Demonstrable contribution to the planning and development of courses.

4. Delivering a teaching load in line with School expectations.

5. Evidence of applying knowledge arising from scholarship to enhance teaching practice.

6. Evidence of active engagement in advising students and proactively responding to problems experience by students.

7. Completion, within a reasonable period of time, of a recognised higher education teaching qualification.

8. Efficient and effective contribution to academic support duties within the School or the University.

9. Initiating, developing or participating in links between the University and external bodies such as business and industry, the professions, community organisations and policymakers.

10. Evidence of successful engagement in PhD supervision as appropriate to the discipline.

11. Efficient and effective contribution to academic support duties within the School or the University.

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).

2. Excellent interpersonal skills, with the ability to engage with students using a variety of teaching methods.
3. Experience of teaching at undergraduate level.

4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

5. Ability to work individually on own initiative and without close supervision, and as part of a team.

6. Ability to exercise a degree of innovation and creative problem-solving.

7. Excellent organisational and administrative skills.

8. Ability to prioritise and meet deadlines.

9. A willingness to participate in student support activities beyond required teaching duties.

10. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

**ESSENTIAL ROLE-SPECIFIC CRITERIA**

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2. Experience of teaching at postgraduate level.
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6. Experience of teaching with relevant software and platforms