



**HARTPURY**  
UNIVERSITY  
AND COLLEGE

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# **HE Lecturer (Teaching, Learning and Scholarship) Candidate Information Pack**

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# Strategic Priorities

**Being the best we can be**

Hartpury will be relentless in the pursuit of excellence, building upon its reputation as a world-class provider of specialist further and higher education.

- To develop our high academic standards we will:**
- Retain our TEF Gold and our Ofsted Outstanding ratings
  - Attain sector leading student satisfaction scores
  - Contribute to new knowledge and transfer into practice, at national and international levels
  - Continue to aim for the best possible student experience



## Inclusive in all we do

We will create an inclusive and accessible environment that promotes respect for our students, staff, and the wider community.

### Through our culture and frameworks we will:

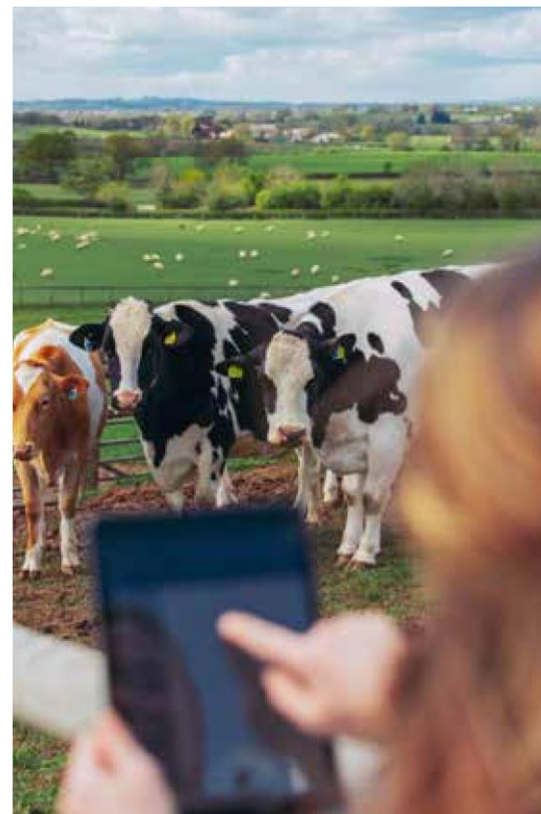
- Pro-actively recognise and promote equality, diversity and wellbeing within our community
- Support students from under-represented groups to access, succeed and progress at Hartpury
- Strive to achieve and sustain sector leading student and staff retention rates
- Commit to listening to the student and staff voice and utilising it to enhance activity.

## Building strength through partnerships

Our development will be enabled through effective partnerships and collaborations with those who share our vision for the future.

### As a result of effective partnerships we will:

- Create Hartpury College and Hartpury University side by side on the same campus, with parity of esteem
- Work in partnership with our students, staff and parents, supporting them to achieve their full potential
- Drive forward successful centres or hubs, to support the sharing of best practice and research in the agriculture, equine, animal and sports industries
- Contribute to economic and community development within our region
- Work closely with employers and industry to shape the specialist education we provide



# About the role

|                                    |
|------------------------------------|
| <b>Post:</b>                       |
| HE Lecturer                        |
| Teaching, Learning and Scholarship |
| <b>Department:</b>                 |
| Higher Education                   |
| <b>Reporting to:</b>               |
| Associate Head of Department       |
| <b>Salary:</b>                     |
| SP 30-34                           |
| <b>Hours per week:</b>             |
| 37 hours per week                  |
| <b>Contract Type:</b>              |
| Fixed Term                         |
| <b>Annual Leave:</b>               |
| 35 days                            |
| <b>Probationary Period:</b>        |
| 12 months                          |

### Main Purpose of the Role:

To deliver and enhance learning, teaching and assessment to the benefit of the students, department and Hartpury University in support of current University strategies. The role requires impactful engagement with research or equivalent scholarly activity to support excellence in teaching and learning and the student experience. The post holder will be expected to undertake academic administrative duties and engage in relevant activities.

### Main Duties & Responsibilities:

#### Teaching and Learning

1. Design and develop effective and inclusive learning materials and assessments to defined quality standards, including via the VLE.
2. Teach to a high quality using engaging teaching, learning and assessment methods and technologies.
3. Contribute to the assessment process for students including setting, marking and moderation of the student work, individually or collectively as part of a programme team in accordance with University quality assurance procedures.
4. Provide high quality, timely, formative and summative feedback to students as required by University policy and procedures.
5. Take responsibility for curriculum content linking to programme learning outcomes as either module leader, or member of the module team.
6. Engage with the Teaching Development Scheme, taking responsibility for devising an action plan to further develop pedagogical knowledge and skills.

#### Student Experience

7. Support the development of graduate attributes in students, including a focus on employability and engagement with industry.
8. Contribute to department and programme team meetings as required.
9. Meet the requirements of academic personal tutoring, study skills and induction programmes for students and required.
10. Ensure that student feedback and response to student enquiries are provided within agreed University timescales.
11. Recognise and manage the needs of a diverse student populations to provide parity of experience.

### Research or Equivalent Scholarly Activity

12. Evidence outputs of scholarly activity and engage in staff development to support teaching excellence and continually update knowledge and practice.
13. Extend, transform and apply scholarship to teaching and appropriate external activities including knowledge generation, knowledge exchange and knowledge transfer activities.
14. Develop and maintain links with industry (which could include engagement with governing bodies, industry-based qualifications, trips or visits).
15. Supervise and manage student research projects where appropriate.

### Management and Administration

16. Keep accurate, up-to-date records on student engagement and achievement and provide information and statistics as required.
17. Ensure all relevant quality assurance standards, policies and procedures are adhered to.
18. Complete quality assurance tasks as required by the Hartpury Quality Enhancement Framework including meeting associated deadlines.
19. Develop and maintain Virtual Learning Environment pages in relation to teaching and assessment activity.
20. Actively undertake internal roles of responsibility, e.g. contribute to committees, Programme Management, project management.
21. Have an awareness of and comply with professional bodies requirements where appropriate.
22. Participate in initiatives/events to the benefit of Hartpury, e.g. marketing events, inreach/outreach activities.

### Teaching Posts Only

For all teaching and related posts, the following duties are specified: formal scheduled teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling; preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity

### Other Reasonable Duties:

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities Hartpury reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.



# About the person

|                                | Essential                                                                                                                                           | Desirable                                                                                               |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Attainments and Qualifications | Higher education teaching qualification or professional (e.g. PGCHE, FHEA or equivalent) or a commitment to complete within one year of appointment | Level 8 qualification in relevant subject area                                                          |
|                                | Postgraduate degree in relevant subject area or equivalent professional experience                                                                  |                                                                                                         |
|                                | Evidence of ongoing engagement in appropriate continued professional development                                                                    |                                                                                                         |
| Previous Experience            | Previous relevant experience of delivering taught sessions                                                                                          | Previous experience of tutoring and supervising projects                                                |
|                                | In-depth understanding of own specialism to enable the development of new knowledge and understanding                                               | Previous experience of academic administration and management                                           |
|                                | Emerging track record of developing scholarly activity to support teaching excellence or subject knowledge                                          | Experience of developing a strong network of contemporary contacts within the industry/Higher Education |
|                                | Commitment to high quality teaching and fostering a positive learning environment for students                                                      | Good interpersonal skills and an ability to communicate complex ideas effectively                       |
|                                | Ability to demonstrate independent and self-managing working styles                                                                                 | An awareness of safeguarding and it's importance in a University environment                            |

|                          | Essential | Desirable                                                                                                                                                                                                                                                                                      |
|--------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Behavioural Competencies |           | <b>Excellence</b><br>With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'cando' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customer. |
|                          |           | <b>Champion Change</b><br>With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.                                                                 |
|                          |           | <b>Responsibility</b><br>We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.                                                                                |
|                          |           | <b>Working Together</b><br>We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.                                                                                                            |
|                          |           | <b>Trust and Respect</b><br>We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.                                                                                       |
|                          |           |                                                                                                                                                                                                                                                                                                |



Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which Hartpury is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to Hartpury.

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# About the person

## Safeguarding

Hartpury recognises that it has a statutory and moral duty to ensure that Hartpury safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at Hartpury. It is the responsibility of everyone at Hartpury to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected. You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

## Equality, Diversity and Inclusivity

It is the responsibility of the post holder to promote equality, diversity and inclusivity across Hartpury. The post holder will undertake their duties in accordance with Hartpury's policies relating to equality and diversity. Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

## Health and Safety

The post holder will be required to promote health, safety and wellbeing throughout Hartpury. They will also be required to undertake their full duties and responsibilities in accordance with Hartpury's Health and Safety Policies and Procedures.





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