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# JOB DESCRIPTION

**POST:** Lecturer in Creative Writing

**REF:** tbc

**DEPARTMENT:** Creative Writing/Humanities

**GRADE:** 7

**REPORTING TO:** Head of School

**SUPERVISORY RESPONSIBILITY:** None

# JOB PURPOSE:

To contribute to high quality teaching, research, academic management and leadership within the University. To maintain and develop teaching and research/professional practice activities that enhance the discipline and support an excellent student experience.

# DUTIES AND RESPONSIBILITIES:

## Develop and engage in high quality teaching, learning and assessment at undergraduate and postgraduate level, including online and blended approaches; begin to develop external recognition at national level (e.g. external examining, external body representation).

## Contribute to the development of the subject discipline within the School/University through engagement in regular curriculum review activity that incorporates current knowledge and practice.

## Develop a teaching portfolio that reflects best practice and is regularly reviewed and refined through self-reflection, peer-support, student feedback, professional development and scholarly activity.

## Engage in research and/or professional practice that contributes to the University’s growing research culture, knowledge exchange and impact agenda, including the production of peer-reviewed publications, presenting at conferences, authoring books and/or other forms of output appropriate to the discipline.

## Develop the capability to supervise postgraduate research students and participate in professional development activities that further enhance research and supervisory skills.

## Develop a record of preparing and collaborating on funding bids to external bodies, (e.g. for research, knowledge exchange, or other project funding).

## Participate in continuing professional development through internal and external networks and events in order to maintain and enhance professional standing in your field.

## Make a developing contribution to the School and University community through involvement in, and leadership of internal and external activities. Examples include module, programme and course leadership; School administration and management activities; committee membership, mentoring, academic tutoring, knowledge exchange and public engagement. Ensure compliance with the University and School quality assurance mechanisms.

## Seek opportunities to learn about leadership in Higher Education.

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** Lecturer in Creative Writing

**SCHOOL / DEPARTMENT:** Creative Writing/Humanities

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| A good, relevant first or master’s degree | Essential | Application |
| PhD / doctorate (or currently undertaking) or equivalent industry experience | Essential | Application |
| Fellowship of the Advance Higher Education Academy (or willingness and ability to gain fellowship at the appropriate level) | Essential\* | Application |
| [Meet or demonstrate a willingness to work towards the threshold standards of the JISC Higher Education Teacher profile](http://repository.jisc.ac.uk/6620/1/JiscProfile_HEteacher.pdf) | Essential | Application / Interview |

\*The university would normally expect fellowship of the AHE plus evidence of working at a higher level as appropriate to the seniority of the role. Applicants from outside Higher Education would need to demonstrate a willingness and ability to gain fellowship at the appropriate level.

## Knowledge & Experience

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Successful teaching experience at HE level or at equivalent levels of professional practice. | Essential | Application / Interview |
| Experience of meeting the needs of students from a range of cultural, class and ethnic backgrounds. | Essential | Interview |
| Sufficient breadth and depth of subject knowledge and of current disciplinary methodologies to contribute to current teaching and research programmes. | Essential | Application / Interview |
| Recent and relevant research activity or professional practice, including an emerging record of producing recognised outputs (e.g. publications, performances, presentations). | Essential | Application / Interview |

## Skills & Attributes

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Interview |
| Ability to teach the subject discipline with a high level of knowledge and expertise acquired through personal research and/or professional practice. | Essential | Application / Interview / Teaching Assessment |
| Ability to use a range of pedagogic techniques, including the use of technology, to enthuse and engage students with diverse learning styles. | Essential | Application / Interview / Teaching Assessment |
| Ability to teach postgraduate students and have the potential to supervise postgraduate research students. | Essential | Interview |
| Ability to contribute to the research activity of the School and University through participation in independent and collaborative research projects. | Essential | Application / Interview |
| Ability to generate income through external funding bids and collaborative activity. | Desirable | Application / Interview |
| Willingness to contribute to the School and University community through a range of internal and external engagement activities (e.g. recruitment, open days). | Essential | Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured** | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |

## Special Features

Commitment to the University’s mission, values and vision.