Academic Practice Adviser

Student and Academic Services

Closing date: 15 April 2018
Interview date: To be confirmed
Vacancy reference: 6552
INTRODUCTION

This is a new, full-time, open-ended post in the Academic Support Office’s Academic Practice Team. The Team’s portfolio of work is orientated upon the training, development and professional recognition of teaching staff and teaching practice at the University. The new post arises from the expansion of the Team’s remit to incorporate the development and delivery of support for Graduate Teaching Assistants. This body of work will transfer to the ASO from the Research Excellence Training Team in September 2018. The post needs to be filled in advance of that date to enable the postholder to contribute to the review and design of the material to be delivered next year. The post is funded from HEIF.

The post-holder will also be expected to contribute to the wider remit of the Academic Support Office in supporting initiatives aligned to the implementation of the Learning and Teaching Strategy, including the York Pedagogy.
This new role will provide support across the existing range of activities undertaken by the Academic Practice Team, as well as contributing to an expansion of the Team’s portfolio of work. The postholder will contribute to the design and delivery of high quality credit-bearing professional development programmes and non-credit-bearing courses and workshops, for teaching staff and Graduate Teaching Assistants. The postholder will be expected to act in a professional advisory role to help individuals, departments and faculties to develop their curricula and teaching practice, and will play an active role in supporting schemes which lead to professional recognition and/or which promote the scholarship of teaching and learning within the University. It is also expected that the postholder will play a key role in the effective implementation of the Academic Practice Team’s impact evaluation activities. In fulfilling these responsibilities, the appointed individual will contribute to the realisation of the University’s Learning and Teaching Strategy, including the ongoing implementation of the York Pedagogy.

Key responsibilities

The post-holder will contribute to a range of activities to support the development of teachers and teaching practice at York, working with individuals and teams located at departmental, faculty and institutional level. Specific responsibilities will include:

- contributing to the ongoing design and delivery of the York Learning and Teaching Award for Graduate Teaching Assistants and other credit-bearing programmes as appropriate;
- contributing to, and where appropriate taking responsibility for, organising, developing and delivering workshops, events and other activities to support teaching development within the University, faculties and departments;
- developing materials that support high quality teaching and teaching development, including digital and online resources;
- supporting ongoing development of activities that promote the Scholarship of Teaching and Learning, taking particular responsibility for embedding and expanding the SoTL Seminar series;
- taking an operational lead for the implementation of an impact evaluation protocol, to ensure that the work of the Academic Practice Team (and where appropriate, the wider work of the ASO) is able to evolve from an evidence-informed base;
- providing support to one of the University’s faculties, and its constituent departments, which will include acting as a conduit to expertise within the wider ASO team and other professional services;
- maintaining, through appropriate scholarly activity, an up-to-date awareness of HE pedagogy and innovation. This includes ensuring that work is informed by existing and emerging educational research, keeping up-to-date with advances in technology relevant to teaching and learning in higher education, and undertaking professional networking with the wider HE community;
- working collaboratively with other academic and central departments across the University to ensure that the learning and teaching agenda is developed and implemented effectively;
- undertaking other duties as required by the Head of the Academic Practice Team or Head of the Academic Support Office that may not be included above, but which are nevertheless consistent with the role and grade.

The post-holder will report to the Head of the Academic Practice Team. The post-holder will need to work effectively with a range of colleagues across the University for whom teaching, learning and assessment matters are a key concern. These include the Pro-Vice-Chancellor and Associate Pro-Vice-Chancellor for Teaching, Learning and Students, Faculty Associate Deans for Teaching and Learning, academic and central services staff, student representatives and the student body more widely. The post-holder is supported by the...
Academic Practice Co-ordinator.

Candidates who have a STEM subject background are particularly encouraged to apply.

For informal enquiries, please contact Dr Duncan Jackson, Head of the Academic Practice Team:

Email: duncan.jackson@york.ac.uk
Tel: 01904 324843
# PERSON SPECIFICATION

## Qualifications

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A good honours degree or equivalent.</td>
<td>Essential</td>
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<tr>
<td>A higher education teaching qualification or equivalent recognition.</td>
<td>Essential</td>
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<tr>
<td>A postgraduate qualification.</td>
<td>Desirable</td>
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## Knowledge

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<tr>
<td>Knowledge of the national higher education learning and teaching agenda.</td>
<td>Essential</td>
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<td>Understanding of academic culture relevant to a UK research-intensive university and its implications for supporting and developing learning and teaching.</td>
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<td>Knowledge of good practice in, and effective approaches to, higher education learning and teaching and/or educational development.</td>
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<td>Knowledge of a range of current research regarding HE pedagogy.</td>
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<td>Knowledge of the opportunities offered by the use, and the application, of technology in supporting learning.</td>
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<td>Knowledge of relevant approaches to impact evaluation.</td>
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## Skills, abilities and competencies

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<tr>
<td>The ability to design and to deliver presentations and workshops that engage participants and convey useful and well-pitched content in a meaningful way.</td>
<td>Essential</td>
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<td>The ability to produce educational materials of a high standard in a variety of formats, including those utilising learning technologies</td>
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<td>Excellent planning and organisational skills with the ability to prioritise and work well under pressure.</td>
<td>Essential</td>
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<td>Excellent interpersonal and communication skills that will enable effective engagement with colleagues, one-to-one and in larger groups, across a range of disciplines and at all levels of seniority within the University.</td>
<td>Essential</td>
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<td>The ability to work productively and constructively, both independently and as part of a team.</td>
<td>Essential</td>
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<td>The ability to engage with pedagogic research, and evaluate its value.</td>
<td>Essential</td>
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<td>The ability to implement appropriate evaluation approaches.</td>
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<td>Competent use of standard IT software.</td>
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## PERSON SPECIFICATION

### Experience

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<tr>
<td>Experience of teaching and/or educational development in a higher education institution.</td>
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<td>Experience of designing and developing effective learning resources, in the context of educational and staff development or tertiary-level teaching.</td>
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<td>Experience of contributing productively to a team-based project.</td>
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<td>Experience of leading tertiary level curriculum design (module or programme).</td>
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<td>Experience of working with a range of academic and support staff to develop their learning and teaching practice.</td>
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<td>Experience of evaluating learning and teaching activity.</td>
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### Personal attributes

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<td>A commitment to addressing teaching and learning needs and effecting change.</td>
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<td>A self-starter, well organised and willing to take the initiative.</td>
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<td>Enthusiasm and a commitment to service excellence.</td>
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<td>A commitment to continuing professional development.</td>
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<td>A commitment to equality and diversity.</td>
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The Academic Support Office (ASO) is part of Student & Academic Services, which also includes Careers and Placements, Student Services, Open Door and Disability, and Colleges.

Collectively Student & Academic Services contributes to the experience and success of students and staff by:

- providing the support that students and staff need to deal with aspects of student life that can enhance learning and capability;
- promoting and facilitating students’ personal development and career planning;
- contributing to the assurance of academic standards and the quality of teaching and learning, and
- providing the administrative underpinning for the student life cycle.

The ASO plays an important role in helping to ensure that the University maintains its reputation for high quality teaching and learning. The Office is responsible for co-ordinating processes for ensuring the quality of educational provision and for supporting a wide portfolio of activities aimed at enhancing teaching and learning practices. The ASO comprises six teams: Academic Practice, Academic Quality, the Centre for English Language Teaching, E-Learning Development, Learning Enhancement, and the administrative support team.

In delivering these responsibilities, ASO staff work closely with the Pro-Vice-Chancellor and Associate Pro-Vice-Chancellor for Teaching, Learning and Students, the University Teaching Committee, Standing Committee on Assessment, Distance Learning Forum, Learning and Teaching Forum, staff in academic and central departments, and student representatives. Further information on the work of the ASO can be found at [www.york.ac.uk/admin/aso](http://www.york.ac.uk/admin/aso).

**The Academic Practice Team**

The Academic Practice team contributes to the development and delivery of a growing portfolio of work to ensure that staff with responsibilities for teaching and supporting student learning, including Graduate Teaching Assistants (GTAs), have access to a range of CPD resources to support their teaching roles, curriculum development, and the leadership of programmes of study. In turn, this supports the institutional need to assure and enhance the quality of teaching across the University, guided by implementation plans for the University’s Learning and Teaching Strategy and associated commitments to support the student learning experience.
The work of the Team facilitates institutional change in teaching, learning and assessment practices. Priorities and projects evolve over time as particular initiatives become embedded or as new strategic requirements emerge. The work includes:

- supporting professional development for staff and GTAs across the University, by delivering:
  - the Postgraduate Certificate in Academic Practice (PGCAP) programme for new lecturers (an expectation of employment in addition to providing professional development);
  - the Teaching and Supporting Learning in Higher Education (TSLHE) course for support and other staff with specific teaching responsibilities;
  - the York Learning and Teaching Award (YLTA) for GTAs;
  - the York Professional and Academic Development scheme;
  - the Programme Leaders Course;
  - the Chairs of Boards of Studies Conference;
- tailor-made courses, workshops and online resources, and
- by contributing to peer observation and support for individual staff;
- promoting intellectual enquiry into learning and teaching and the dissemination of such scholarly enquiry, through co-ordinating the York Scholarship of Teaching and Learning Network;
- providing opportunities for professional recognition for teaching, through the award of Higher Education Academy fellowships via the York Professional and Academic Development Scheme;
- evaluating the impact of learning enhancement initiatives, to ensure efficiency and effectiveness and to inform future development and innovation;
- contributing to University thinking and strategic planning with regard to the above, through pro-active proposals and interaction with senior staff (in particular the PVC for Teaching, Learning and Students) and bodies such as the University Teaching Committee;
THE DEPARTMENT

- maintaining current knowledge of relevant national and international developments in higher education; promoting examples of excellent practice at the University to the wider sector, both nationally and internationally, through attendance and presentations at conferences and other professional networking events, and through publications.
The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6552
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 15 April 2018

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to duncan.jackson@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835