Associate Lecturer
Learning Enhancement Team, Academic Support Office, Student and Academic Services

Closing date: 29 November 2018
Interview date: To be confirmed
Vacancy reference: 7175
INTRODUCTION

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.

The Academic Support Office (ASO) plays an important role in helping to ensure that the University maintains its reputation for high quality teaching and learning. We coordinate processes for assuring the quality of educational provision and support a wide portfolio of activities aimed at enhancing teaching and learning practices.

This vacancy in the Academic Support Office's Writing and Language Skills Centre has arisen from the resignation of a current post-holder. Demand for the Centre’s services is such that the post must be re-filled. The Centre’s portfolio of work is strategically important.
JOB DESCRIPTION

At a glance

Salary
£32,236—£39,309 a year

Hours of work
37 hours a week, Full Time

Contract type
Fixed Term contract until 30 September 2019

Based at
Heslington Campus West

Condition of appointment

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate may be conditional on a Disclosure and Barring Service check.

Main purpose of the role

The Writing and Language Skills Centre supports undergraduate, taught Masters and research students in their development as independent, academic communicators and writers. It complements skills teaching that is embedded in programmes across the University. Services include tailored, department-based teaching support; ‘drop-in’ and appointment-based services; exemplar-based interactive workshops; and online learning resources and information. The Associate Lecturers will contribute to the delivery of these strategically important University services, as part of the Centre’s teaching team, in conjunction with Graduate Teaching Assistants.

The Centre is open to students all year round. Some activities run primarily during term times, but others, such as drop-in and appointment based support, are available throughout the year to ensure timely access for all students, including online students and postgraduates.

Key responsibilities

Specific responsibilities will include:

- designing and delivering supplementary academic skills and language support for student cohorts in need;
- advising individual students on their writing and language skills through drop-in and appointment-based services;
- developing digital and online resources to support independent skills development;
- evaluating the impact of teaching and learning provision to optimise relevance and value to students’ learning;
- contributing to the wider development of the Centre, proposing and considering possible improvements or extensions to the portfolio of activities and services, informed by the Learning and Teaching Strategy;
- working collaboratively with colleagues in other parts of the ASO, including the Faculty Learning Enhancement Project Managers, colleagues in other central teams and in academic departments, to explore relevant aspects of student learning needs and the opportunities for support from the Centre;
- maintaining up-to-date knowledge 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, undertaking professional networking with the wider HE community, and using these insights to inform the development of the role holder’s own teaching and the work of the Centre more broadly;
- undertaking other duties as required by the Centre Manager, Head of 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 role holder will report to the Centre Manager. The role 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 ASO’s administrative team.
# PERSON SPECIFICATION

## Qualifications

A postgraduate degree or equivalent.  

A higher education teaching qualification (e.g. PGCE, Diploma in ELT, PGCAP) or equivalent recognition.  

## Knowledge

Knowledge of the national learning and teaching agenda and of learning enhancement issues in HE.  

Knowledge of a wide range of current research and practice related to teaching and learning in HE, especially concerning academic skills, academic writing and English language teaching, to enable effective teaching and learning support to students across different subjects and levels of proficiency.  

An understanding of academic culture relevant to a UK research-intensive university and its implications for supporting and developing learning and teaching.  

Knowledge of the opportunities offered by the application of technology in supporting learning, including e-learning tools and software relevant to HE learning enhancement.  

Knowledge of relevant approaches to impact evaluation.  

## Skills, abilities and competencies

Ability to design and to deliver effective teaching, presentations, workshops and 1:1 support that engages participants and conveys useful and well-pitched content in a meaningful way.  

Ability to lead or contribute to team-taught activities and courses.  

Excellent interpersonal, communication and customer service skills that enable effective engagement with colleagues and students, one-to-one and in larger groups, across a range of disciplines and at all levels of seniority within the University.  

Ability to design challenging materials to support student learning.  

Ability to supervise the work of students and assist with learning problems.  

Ability to reflect on the effectiveness of own teaching and to plan ongoing enhancement.  

The ability to investigate innovative teaching, learning and assessment methods and techniques in the sector, to engage with pedagogic research, and to evaluate the value of this information to inform the work of the Centre and the wider ASO.  

Ability to implement appropriate approaches to evaluate the impact of learning enhancement initiatives and services.  

Ability to work productively and constructively, both independently and as part of a team.  

Ability to plan own work and responsibilities over the short and medium term, with an awareness of longer term issues.  

Excellent planning and organisational skills, able to prioritise and work well under pressure.  

Good IT skills relating to using VLE sites.  

Competent use of standard IT software.  

Ability to design and implement effective evaluations of learning enhancement services and initiatives.
## PERSON SPECIFICATION

### Experience

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<th>Experience</th>
<th>Essential/Desirable</th>
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<tbody>
<tr>
<td>Experience of teaching or supporting students from a range of subject backgrounds in the HE sector, ideally at both undergraduate and postgraduate levels.</td>
<td>Essential</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>
<td>Essential</td>
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<td>Experience of reflecting on and evaluating own learning and teaching activity.</td>
<td>Essential</td>
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<td>Experience of using different delivery techniques to enthuse and engage students</td>
<td>Essential</td>
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<td>Experience of leading tertiary level curriculum design (module or support service).</td>
<td>Desirable</td>
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<td>Experience of working with a range of academic and support staff on learning enhancement initiatives.</td>
<td>Desirable</td>
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<td>Experience of evaluating learning and teaching initiatives or services.</td>
<td>Desirable</td>
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### Personal attributes

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<td>A commitment to addressing teaching and learning needs and effecting change.</td>
<td>Essential</td>
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<td>An engaging and effective communicator, conveying a positive attitude with personal credibility and integrity.</td>
<td>Essential</td>
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<td>Sensitivity and empathy with users, colleagues and staff, understanding the needs of those working and studying in an HE environment.</td>
<td>Essential</td>
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<td>A self-starter, well organised and willing to take the initiative</td>
<td>Essential</td>
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<td>A proactive and positive approach, able to exercise creativity, initiative and judgement to identify appropriate approaches to teaching and learning support, solve problems and develop service improvements with an appreciation of possible longer-term implications.</td>
<td>Essential</td>
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<td>Motivated to maintain awareness of HE agendas and developments nationally, especially with regard to their impact on the role holder's area of responsibility.</td>
<td>Essential</td>
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<td>A commitment to continuing professional development.</td>
<td>Essential</td>
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<td>A commitment to service excellence, equality and diversity.</td>
<td>Essential</td>
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THE DEPARTMENT

The Academic Support Office (ASO) is part of the Student & Academic Services Directorate, which also includes Careers and Placements, Student Services, Open Door and Disability, and Colleges.

Collectively the Directorate 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 assuring the quality of educational provision and for supporting a wide portfolio of activities aimed at enhancing teaching and learning practices. The work includes:

- supporting departments and individual staff in programme design, improving assessment and feedback, using technology to enhance teaching and learning, and embedding academic skills development in programmes and modules;
- providing, and advising staff on the pedagogic opportunities arising from, technology-related services and online learning tools including lecture recording, in-class polling and software to support student interaction online;
- supporting quality review processes in departments, including Periodic Review and Annual Programme Review, and engagements with professional accreditation bodies;
- supporting the development of academic policy and the University’s engagement with national initiatives such as the TEF;
- providing professional development for staff across the University through programmes such as the Postgraduate Certificate in Academic Practice, workshops, online resources, and networking and practice-sharing opportunities including the annual Learning and Teaching Conference;
- providing direct support to students across the University through workshops, ‘drop-ins’, appointments and online resources on topics such as mathematics and statistics,
THE DEPARTMENT

intercultural communication, higher-order study skills and academic integrity. This support is designed to enhance learning and also facilitate the transition to University-level education;

- contributing to the University's widening participation agenda including the delivery of workshop events for school children which help them to understand and aspire to HE-level study;

- 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, through pro-active proposals and interaction with senior staff;

- maintaining current knowledge of relevant national and international developments, and active engagement with professional networks in the sector.

- promoting examples of excellent practice at the University to the wider sector, both nationally and internationally, through attendance and presentations at conferences and other events.

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, the Standing Committee on Assessment, the Learning and Teaching Forum, the Distance Learning 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
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.
THE UNIVERSITY

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 AND THE REGION

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 7175
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 29 November 2018.

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 2 referees.

Help and assistance

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

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