Associate Lecturer
Department of Archaeology

Closing date: 31 July 2019
Interview date: To be confirmed
Vacancy reference: 7778
This Associate Lecturer post, created to cover a colleague’s research leave for 3 years, will contribute to learning and teaching at undergraduate and postgraduate level in a range of modules. You will have expertise in the Mesolithic period and will be expected to take on Director of Studies for the MA in Mesolithic Studies and teach the associated modules. It would also be desirable to have broader period knowledge, particularly in the Palaeolithic, to support teaching/marking in that field. We are looking for someone who is passionate about enabling students to improve their skills, particularly in dissertation writing, and you will be expected to contribute to, or lead, UG 2nd year modules Researching Archaeology and Designing Research, and manage the 3rd year Dissertations and associated Assessed Lectures.

You will be expected to have one or more specialisms which complement our current teaching (in particular archaeological science, bioarchaeology, artefacts, experimental archaeology, theory, fieldwork). You will contribute to teaching on modules such as History and Theory, Introduction to Archaeological Science, Themes in Prehistory, Archaeological Excavation, World Archaeology, Special Topics.

You will also provide support generally in marking student assessments and academic supervision across undergraduate and postgraduate teaching and will be expected to take on administrative roles within the department. Our courses attract a vibrant mix of UK and international students, experienced practitioners and graduate entrants from around the world.
Main purpose of the role

- To lecture, lead seminars, tutorials and other forms of undergraduate and postgraduate teaching.
- To develop and apply innovative and appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- To carry out ongoing curriculum review, including module content and materials and contribute to the development of teaching and learning strategies.
- To undertake effectively a range of administrative responsibilities.

Key responsibilities

(Role holders will normally be required to undertake the duties below)

Teaching and Promotion of Learning

- To support the teaching objectives of the department by delivering teaching through allocated lectures, tutorials and other forms of undergraduate and postgraduate teaching. Set and mark coursework and exams, providing constructive feedback to students.
- To develop where appropriate revisions to existing modules or courses in terms of design, content, structure, forms of delivery, method of assessment.
- To develop own teaching materials, methods and approaches, with guidance. Obtain and analyse feedback on own teaching design and delivery to facilitate this.

Administrative and support responsibilities

- To provide – with mentoring - supervision to students, giving advice on study skills and helping with learning problems.
- To identify the learning needs of students and define learning objectives.
- To supervise student projects, field trips and, where appropriate, placements.
- To undertake various administrative responsibilities as requested by the Head of Department.

Involvement in scholarship and development

- To investigate innovative teaching, learning and assessment methods and techniques in the sector, bringing new insights to the department.

JOB DESCRIPTION

At a glance

<table>
<thead>
<tr>
<th>Salary</th>
<th>£32,236 a year</th>
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</thead>
<tbody>
<tr>
<td>Hours of work</td>
<td>37 a week / Full-time</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term / 3 years</td>
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<tr>
<td>Based at</td>
<td>City Centre Campus</td>
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Main purpose of the role

To contribute to the development of new teaching approaches and course proposals and to the design of curricula which are academically excellent, coherent and intellectually challenging.

To ensure that course design and delivery comply with the quality standards and regulations of the University and department.

Administrative and support responsibilities

To provide – with mentoring - supervision to students, giving advice on study skills and helping with learning problems.

To identify the learning needs of students and define learning objectives.

To supervise student projects, field trips and, where appropriate, placements.

To undertake various administrative responsibilities as requested by the Head of Department.

Involvement in scholarship and development

To investigate innovative teaching, learning and assessment methods and techniques in the sector, bringing new insights to the department.
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>PhD in Archaeology or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>Appropriate academic professional and teaching qualification or a willingness to complete the Postgraduate Certificate in Academic Practice</td>
<td>Essential</td>
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## Knowledge

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<thead>
<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Detailed knowledge in Mesolithic Studies sufficient to develop teaching and provide relevant learning support to students across different levels of academic ability</td>
<td>Essential</td>
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<tr>
<td>One or more specialisms which complement our current teaching (in particular archaeological science, bioarchaeology, artefacts, experimental archaeology, theory, fieldwork)</td>
<td>Essential</td>
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<tr>
<td>Knowledge in Palaeolithic Archaeology sufficient to teach and provide relevant learning support to students across different levels of academic ability</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<thead>
<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Highly developed communication skills to engage effectively with a wide ranging audience, both orally and in writing, using a range of media</td>
<td>Essential</td>
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<tr>
<td>Ability to design and deliver teaching material either across a range of modules or within a subject area</td>
<td>Essential</td>
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<tr>
<td>Ability to supervise the work of students, provide advice on study skills and assist with learning problems</td>
<td>Essential</td>
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<tr>
<td>Ability to contribute to the design of course material, content and new teaching approaches in the department</td>
<td>Essential</td>
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<td>Ability to manage and deliver own teaching</td>
<td>Essential</td>
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<tr>
<td>Ability to plan, manage, organise and assess own teaching contributions</td>
<td>Essential</td>
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## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience in teaching and learning in HE at undergraduate and/or postgraduate level or in an evidenced similar context</td>
<td>Essential</td>
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<tr>
<td>Experience of using different delivery techniques to enthuse and engage students</td>
<td>Essential</td>
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<tr>
<td>Evidence of successful planning and designing teaching material</td>
<td>Essential</td>
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<tr>
<td>Experience in supervising dissertations and research projects at UG and PG levels</td>
<td>Desirable</td>
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### Personal attributes

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<thead>
<tr>
<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Attention to detail and commitment to high quality</td>
<td>Essential</td>
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<tr>
<td>Creativity, initiative and judgement in applying appropriate approaches to teaching and learning support</td>
<td>Essential</td>
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<tr>
<td>Collaborative ethos</td>
<td>Essential</td>
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<tr>
<td>Positive attitude to colleagues and students</td>
<td>Essential</td>
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<tr>
<td>Willingness to work proactively with colleagues in other work areas/institutions</td>
<td>Essential</td>
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<tr>
<td>Ability to plan and prioritise own work in order to meet deadlines</td>
<td>Essential</td>
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<tr>
<td>Commitment to personal development and updating of knowledge and skills</td>
<td>Essential</td>
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THE DEPARTMENT

The Department of Archaeology is based in King’s Manor, a medieval and post-medieval building in the heart of the historic city, with archaeological science laboratories and additional staff offices in on the Heslington West campus. We are recognised as both a vibrant research community and a centre of excellent teaching. We offer a diverse range of undergraduate and postgraduate degree courses, and pride ourselves on providing a supportive, enthusiastic, and challenging academic atmosphere which enables our students to achieve their full potential.

The student body, remarkable for its vibrant international component, consists of around 300 undergraduate students and 200 postgraduates, both full and part-time. The student experience is of paramount importance to the Department and we maintain a high level of student satisfaction. We also deliver world-leading research in fields from prehistoric, medieval, and later historical archaeology to cutting-edge archaeological science.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 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 one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. 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 multiple 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 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 7778
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 31 July 2019.

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

Direct any informal queries to Professor Nicky Milner, nicky.milner@york.ac.uk

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

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