Associate Lecturer

Department: Computer Science
Hours of work: Full Time / 37 a week
Contract type: Fixed Term Contract / 24 months
Salary: £32,817 - £40,322 a year / Grade 6
Introduction

The Department of Computer Science at York is seeking to appoint two Associate Lecturers for a fixed-term period of 2 years. The main purpose of this role is to support teaching on the Department’s Postgraduate online programmes in Computer Science as well as contribute to marking, supervise students and provide advice on study skills and learning problems.

You should have a PhD in computer science or a related discipline, experience in teaching and supervising students. Additionally, knowledge of issues related to teaching in higher education, such as assessment and feedback, and delivering a variety of teaching materials are desirable.

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 on-going 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 be required to undertake some or all of 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
- 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

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>PhD in Computer Science or a related discipline</td>
<td>Desirable</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

- Detailed knowledge in Computer Science relevant to the Department sufficient to develop teaching and provide relevant learning support to students across different levels of academic ability

### Skills, abilities and competencies

- Highly developed communication skills to engage effectively with a wide ranging audience, both orally and in writing, using a range of media
- Ability to design and deliver teaching material either across a range of modules or within a subject area
- Ability to supervise the work of students, provide advice on study skills and assist with learning problems
- Ability to contribute to the design of course material, content and new teaching approaches in the Department
- Ability to manage and deliver own teaching
- Ability to plan, manage, organise and assess own teaching contributions

### Experience

- Experience in teaching and learning in HE at undergraduate and/or postgraduate level or in an evidenced similar context
- Experience of using different delivery techniques to enthuse and engage students
- Evidence of successful planning and designing teaching material

### Personal attributes

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