Associate Lecturer - Problem Based Learning Tutor

Department: York Law School
Hours of work: Various part-time – 0.2 – 0.4 FTE
Contract type: Fixed term for 12 months
Salary: £32,817 - £40,322 a year (reduced pro rata for part time working)
Introduction

York Law School are looking to appoint 2 to 3 associate lecturers (in total the equivalent of 0.6 full-time posts) to act as problem-based learning (PBL) tutors adding to our existing team of PLB tutors to meet the needs of our growing undergraduate student numbers. The posts will be part-time (0.2 to 0.4 FTE – by agreement this is flexible) working primarily during term times. We have a need for teaching tutors who can support student learning at undergraduate level across a range of substantive law and legal skills modules.

Main purpose of the role

- To lecture, lead problem-based learning sessions, tutorials and other forms of undergraduate 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

Teaching and Promotion of Learning

- To support the teaching objectives of the department by delivering teaching through allocated problem-based learning and skills sessions, tutorials and other forms of undergraduate 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
- 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>Undergraduate degree in law or equivalent professional qualification in law</td>
<td>Essential</td>
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<tr>
<td>Post graduate degree in law or cognate subject</td>
<td>Desirable</td>
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<tr>
<td>Appropriate academic professional and teaching qualification</td>
<td>Desirable</td>
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### Knowledge

- Detailed knowledge in law sufficient to develop teaching and provide relevant learning support to students across different levels of academic ability | Essential |

### 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 | Essential |
- Ability to design and deliver teaching material either across a range of modules or within a subject area | Essential |
- Ability to supervise the work of students, provide advice on study skills and assist with learning problems | Essential |
- Ability to contribute to the design of course material, content and new teaching approaches in the department | Essential |
- Ability to manage and deliver own teaching | Essential |
- Ability to plan, manage, organise and assess own teaching contributions | Essential |

### Experience

- Experience in teaching and learning in HE at undergraduate and/ or postgraduate level or in an evidenced similar context such as professional legal development of lawyers | Essential |
- Experience of using different delivery techniques to enthuse and engage students | Essential |
- Evidence of successful planning and designing teaching material | Desirable |

### Personal attributes

- Attention to detail and commitment to high quality | Essential |
- Creativity, initiative and judgement in applying appropriate approaches to teaching and learning support | Essential |
- Collaborative ethos | Essential |
<table>
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<tr>
<th>Positive attitude to colleagues and students</th>
<th>Essential</th>
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<tbody>
<tr>
<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>
<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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