

## **JOB DESCRIPTION**

### **HOURLY PAID LECTURER – SOCIAL SCIENCES (Criminology/Criminal Justice/Psychology)**

**TITLE: LECTURER**

**REPORTS TO: PROGRAMME MANAGER**

#### **SUMMARY:**

The School of Social Sciences and Health at DGHE is looking to recruit a freelance hourly paid lecturer in Social Sciences (Criminology/Criminal Justice/Psychology). The successful candidate will be expected to contribute to the teaching at undergraduate levels. The main duties for the post holder will focus on carrying out teaching-related duties, such as preparing course content, including e-learning and blended learning, designing, and assessing exams and assessments, and providing quality feedback to students. The current programmes we run will involve teaching during week-day, evening and Saturday and therefore flexibility of teaching allocation is desirable.

#### **MAIN DUTIES:**

##### **Teaching:**

- To undertake the full range of teaching and other related duties, with due regard to quality assurance and professional conduct, and to provide high quality learning and teaching.
- To update the VLE with teaching material, scheme of work/syllabus, assessment and reading material.
- To design and develop innovative, inclusive and inspiring learning materials and assessments including blended learning, flip classroom and e-learning.
- To contribute to the formative and summative assessment process for students including the setting, marking and internal verification/moderation of work, individually and collectively as part of a team in accordance with established procedures, and within the required deadlines.
- To participate in relevant committees and boards, and team meetings.
- To carry out academic administrative work relevant to the department, such as completion of module reports, or contribution to departmental reports, invigilation of exams, completion and submission of attendance registers, in a timely and complete manner.

##### **Service duties:**

- attend and participate in training sessions and inductions.
- attend and participate in departmental meetings.
- to provide advice and help to students according to the academic guidelines.
- take on board (if required) the role of module leader, for taught modules, and managing the teaching team (additional payment applies).

*NOTE: The above responsibilities are subject to change at the discretion of the College and*

*shall include other reasonable responsibilities as the College may with from time-to-time assign.*

### **PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Identification</b>
<ul style="list-style-type: none"> <li>• Masters in Criminology, Criminal Justice or Psychology or similar social science</li> </ul>	Essential	CV
<ul style="list-style-type: none"> <li>• PhD higher degree in Criminology, Criminal Justice or Psychology or similar social science</li> </ul>	Desirable	CV
<ul style="list-style-type: none"> <li>• Teaching experience at Higher Education level with evidence of successful student learning outcomes and good pedagogic practice in related-subject area</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• Evidence of contemporary knowledge and skills in any of the following areas: criminology, sociology, global politics, and social science research.</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• Research and publication experience</li> </ul>	Desirable	CV
<ul style="list-style-type: none"> <li>• Ability to provide academic support to students</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• Organisational and administrative skills</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• ICT Skills</li> </ul>	Essential	CV
<ul style="list-style-type: none"> <li>• An appropriate teaching qualification or registered</li> </ul>	Desirable	CV

practitioner status with Advance HE		
--	--	--