

JOB DESCRIPTION

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

TITLE: **LECTURER**

REPORTS TO: **PROGRAMME MANAGER**

SUMMARY:

The School of Social Sciences and Health at DGHE is looking to recruit a number of freelance hourly paid lecturers in Social Sciences (Criminology/Criminal Justice and related areas). The successful candidates will be expected to contribute to teaching at undergraduate levels. The main duties for the post holders will focus on carrying out teaching and some 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 weekdays and/or evenings and/or Saturdays and therefore flexibility in terms 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.

PERSON SPECIFICATION

Criteria	Essential/Desirable	Identification
<ul style="list-style-type: none"> Master's degree in Criminology, Criminal Justice, Sociology or related subject areas 	Essential	CV
<ul style="list-style-type: none"> Teaching experience at Higher Education level with evidence of successful student learning outcomes and good pedagogic practice in a relevant area 	Essential	Interview
<ul style="list-style-type: none"> Evidence of contemporary knowledge and skills in any of the following areas: criminology, criminal justice, sociology and/or related subject areas 	Essential	Interview
<ul style="list-style-type: none"> Research and publication experience 	Desirable	CV
<ul style="list-style-type: none"> Ability to provide academic support to students 	Essential	Interview
<ul style="list-style-type: none"> Organisational and administrative skills 	Essential	Interview
<ul style="list-style-type: none"> ICT Skills 	Essential	CV
<ul style="list-style-type: none"> An appropriate teaching qualification or registered practitioner status with Advance HE 	Desirable	CV