**JOB DESCRIPTION**  
**Educational Developer**  
**Vacancy Ref: A2255**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Educational Developer</th>
<th>Present Grade: Grade 8P</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Organisation and Educational Development (OED), Human Resources Division</td>
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<td>Directly responsible to:</td>
<td>Head of Educational Development</td>
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<td>Supervisory responsibility for:</td>
<td>N/A</td>
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**Other contacts**

**Internal:**
- OED and HR Colleagues; Heads of Department; Faculty Associate Deans for Teaching; Academic and related professional service staff

**External:**
- Key contacts in Lancaster’s International Teaching Partnerships; Teaching and Educational Development Colleagues across the sector; UK and international and relevant national accreditation bodies including Advance HE and the Staff and Educational Development Association (SEDA)

**Major Duties:**

As a core member of the Educational Development team, the role holder will:

1. Direct and lead the Postgraduate Certificate in Academic Practice, including a responsibility to:
   - Maintain the quality of the programme in line with institutional and sector standards;
   - Convene, coordinate and schedule constituent modules of the programme;
   - Design and implement a range of high quality, innovative and blended teaching to augment programme delivery and the effective support of participants;
   - Coordinate and conduct assessment and moderation processes, including liaison with external examiners, departmental assessment boards and related QA processes;
   - Lead the evaluation, analysis and iterative development of the programme.

2. Collaborate with the Educational Development team on preparation and planning required for maintaining the accredited status of Lancaster’s UKPSF-aligned programmes;

3. Provide expertise, leadership and teaching across the range of educational development provision offered to colleagues at Lancaster and its international teaching partnerships, including educational development activities at partner institutions;

4. Identify and develop synergies between Lancaster-based and international educational development activities and Lancaster's strategic objective for global significance;

5. Liaise with key stakeholders in faculties, departments and professional services to support educational enhancement in alignment with Lancaster’s key strategic priority for teaching, the Education Strategy and wider Teaching Excellence agenda;

6. Contribute to the design and facilitation of a range of educational development programmes, projects and events, including to:
- Design and facilitate discrete enhancement workshops;
- Develop and curate digital resources and outputs;
- Provide advisory curriculum development support to programme teams and academic departments.

7. Contribute to the expertise and specialist knowledge of the Educational Development team in relation to specific areas of educational and academic development, e.g., research-teaching nexus, assessment and feedback, student engagement, inclusivity, etc;

8. Contribute to the evaluation and quality enhancement of Educational Development work, promoting best practice within the department's development offer, and furthering the visibility and impact of educational development on teaching and learning at Lancaster;

9. Engage in relevant scholarship of learning and teaching that contributes to the wider work of the Educational Development function;

10. Contribute to departmental meetings, committees, networks and discussion groups;

11. Undertake any other duties appropriate within the scope of the grade and position, as required by the Head of Educational Development.