

JOB DESCRIPTION

Vacancy Ref: A2803

Job Title:	Senior Teaching Associate	Present Grade:	Grade 7P
Department/College:	School of Computing & Communications		
Directly responsible to:	Head of School, Director of UG Studies and Director of PGT Studies		
Supervisory responsibility for:	PGT & Undergraduate Students, Graduate Teaching Assistants for relevant modules		
Other contacts			
Internal:	All colleagues and students within the School of Computing & Communications, Dean of Faculty, Faculty Associate Deans, The Outreach and Student Success Team, Academic colleagues within the University; University administration.		
External:	Potential students and their parents, employers.		
Major Duties:	<p>To undertake teaching assistance, module direction and academic administrative management activities within the School of Computing and Communications. Teaching and lab demonstration activities are likely to be focused on core undergraduate modules.</p> <p>One of the posts will be focused around supporting our cyber security teaching. Another of the posts will be centered on providing high quality student experience and support for widening participation students as part of the new Lancaster Success Programme (LSP), to develop evaluation methods and inclusive learning and teaching practice, and enhance opportunities for students' progression and employability.</p>		
Academic	<ol style="list-style-type: none"> To fulfil academic duties such as undergraduate/postgraduate lab based teaching, tutoring and marking, and supervision of assessed work. To contribute to the successful delivery and co-ordination of undergraduate and masters level programmes and modules labs and coursework. To engage in scholarly practice appropriate to level of career, with the aim of ensuring programme and module content and design are of an appropriately high quality. 		
Management & Quality	<ol style="list-style-type: none"> To take responsibility for delivery of practical course elements of modules and academic programmes as directed by the Head of School or Directors of Undergraduate & Postgraduate Studies. In conjunction with Directors of Programmes/Study, ensure that modules are up to Quality Assurance Agency (QAA) standards. Monitor and control the quality of learning on the different modules delivered. Ensure that all coursework and exam marking is returned within the School's deadlines. Engage in the evaluation of teaching activities within the School, with a view to strengthening educational capability. To supervise and provide training for teaching assistants from undergraduate and PhD level to ensure a consistent and high quality of student learning and experience. 		
Other	<ol style="list-style-type: none"> Any other duties as deemed appropriate by the Head of School 		