

MLA College Academic Job Description

Lecturer/Academic

MLA College is an ambitious organisation with a commitment to the highest quality education and professional development. It is a privately owned by Global Education (GEDU), with programmes of Higher Education (HE) validated by the University of Plymouth. MLA College has recently been registered as a provider of HE by the Office for Students, and is an award-winning provider of HE courses, including the Times HE Outstanding Employer Engagement initiative and the Learning Technologies Gold Award. MLA College is seeking to expand its teaching team in line with its strategic plans and growth with the development of several new distance-learning programmes. Our HE programmes are underpinned by a strong focus on employability, the learning community, student engagement and student experience. In order to continue developing programmes of education to the highest standard, we seek to recruit an Academic with a background in professional practice and scholarship. Ideally, we are seeking candidates with experience of developing education programmes in the maritime, sustainability and engineering management sectors, supporting the delivery of distance learning to undergraduate and postgraduate students. Occasional national and international travel will be expected.

The successful candidate will be solutions-focused and assume the key accountabilities for:

- Providing academic leadership to the planning, design and development of objectives and material across undergraduate and postgraduate programmes
- Identifying and meeting challenges to ensure continuity of teaching excellence
- Providing academic and administrative support to students and the wider College, including trans-national provision

Teaching and learning support

- Challenge thinking, foster debate and develop the ability of students to engage in critical analysis and rational thinking
- Supervise the work of students, provide advice on study skills and help them with learning problems
- Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback

- Develop and use appropriate teaching, learning support and assessment methods
- Set, mark and assess work and provide feedback to students

Scholarship

- Reflect on practice and the development of own teaching and learning skills
- Engage in subject, professional and pedagogical research as required to support teaching activities
- Conduct individual or collaborative scholarly projects
- Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities
- Develop and produce learning materials and disseminate the results of scholarly activity

Communication and team liaison

- Deal with routine communication using a range of media
- Communicate complex information, orally, in writing and electronically
- Communicate material of a specialist or highly technical nature
- Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration
- Collaborate with academic colleagues on course development and curriculum changes
- Attend and contribute to subject group meetings
- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff

Student tutoring and pastoral support

- Act as a mentor for students in capacity of personal tutor
- Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support
- Appreciate the needs of individual students and their circumstances
- Act as personal tutor, giving first line support

Problem solving and decision-making

- Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities
- Respond to pedagogical and practical challenges
- Share responsibility in deciding how to deliver modules and assess students
- Contribute to collaborative decision making with colleagues on academic content, and on the assessment of student work
- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved
- Develop ideas for generating income and promoting College activities
- Develop ideas and find ways of disseminating and applying the result of scholarship
- Collaborate with colleagues on the implementation of assessment procedures
- Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate

Person specification*

The required skills, qualifications, experience or other attributes needed to carry out the role are identified in the tables below. Please be aware that your application will be measured against these criteria.

The selection panel will be looking for clear evidence and examples in your cover letter and/or CV, which back-up any assertions you make in relation to each criterion.

*** note that candidates must be permanently eligible to work in the United Kingdom**

Qualifications and training	Essential	Desirable	Determined via
First degree or equivalent in a relevant subject area or evidence of extensive professional practice	✓		Application
PhD or professional experience at a high level, in a relevant discipline	✓		Application
A relevant teaching qualification for higher education (e.g. PGCHE, PGCAP)		✓	Application



Experience and knowledge	Essential	Desirable	Determined via
Possess sufficient breadth or depth of specialist knowledge in your discipline to work within established teaching programmes in order to contribute to the delivery of undergraduate and postgraduate programmes	✓		Application and Interview
Possess contemporary knowledge of teaching methods enabling the design, development, delivery and assessment of new programmes		✓	Application and Interview
Experience of administrative responsibilities at a senior level		✓	Application and Interview
Understanding of equal opportunity issues as they may impact on academic content and issues relating to student need	✓		Application and Interview

Skills and abilities	Essential	Desirable	Determined via
Be able to demonstrate excellent teaching skills appropriate to higher education at undergraduate and postgraduate levels	✓		Application and Interview
The potential to initiate, develop, and deliver high quality teaching	✓		Application and Interview
Ability to develop familiarity with a variety of strategies to promote and assess learning	✓		Application and Interview
Excellent interpersonal, presentation and communication skills	✓		Application and Interview
Able to use a range of delivery techniques to enthuse and engage students	✓		Application and Interview
Evidence of, and a personal commitment to developing, excellence in both teaching and scholarship	✓		Application and Interview
Willingness to engage in continuous professional development	✓		Application and Interview