**Academic**

**JOB DESCRIPTION**

**POST: Lecturer in Sports Broadcasting**

**LOCATION: UCFB Etihad Campus, Manchester**

**SALARY/GRADE: £30,000 - £36,000 per annum (depending upon qualifications & experience)**

**RESPONSIBLE TO: Programme Leader & Head of Academics**

**POST OBJECTIVES: To teach on a programme of study and to maintain teaching and learning standards to deliver an excellent student experience**

**KEY TASKS**

* To teach on designated modules and programme of study
* Maintain academic standards and adhere to the programme and module specifications
* Design and deliver teaching materials at undergraduate and postgraduate levels, including contributing to the curriculum review and enhancement, in a manner that supports and focuses on student learning outcomes.
1. Preparation and delivery of modules-lectures and seminar materials at various levels.
2. Challenge thinking and foster debate to develop the ability for students to engage in critical discourse and rational thinking, stimulating excellence.
3. Identify learning needs of students and define appropriate learning objectives.
4. Supervise the work of students- including student project, field trips, and where appropriate, placement- and provide advice on study skills.
* Undertake student assessments and examination activities including the provision of appropriate feedback to students.
1. Marking, assessing and internal verification of students work.
* Engage in continuous professional development
1. Develop familiarity with a variety of strategies to promote and assess learning
2. Have in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.
3. Balance the pressures of teaching, personal research and administrative demands and competing deadlines.
* To participate in the department seminars aimed at knowledge sharing and building interdisciplinary collaboration within and outside the department.
1. Act as a responsible team member and develop productive working relationships with other members of staff
2. Participate in and develop external networks that promote UCFB and contribute to and build relationships for future activities.
3. Collaborate with colleagues on the development and implementation of assessment procedures.
* Be responsible for the pastoral care of students within a specified area
1. Act as personal tutor, providing first line support.
2. Refer students to appropriate services providing further help (student services).
* Achieve key academic performance indicators, attendance, retention and achievement
* Report to the programme leader on programme performance and progress
* Maintain high levels of student satisfaction rates
* Complete module review and evaluation
* To undertake appropriate staff development and professional training in line with the business objectives of UCFB
* Participate in research and personal professional development
* To work within the policies of Health and Safety and Equal Opportunities
* To work flexibly and responsibly and undertake any other duties relevant to the level of the post.

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| **HEI**: UCFB | **Location:** UCFB Etihad Campus |
| **Department:** Academic  | **Responsible To:** Programme Leader & Head of Academics  |

**Person Specification**

| **Requirements** | **Essential** | **Desirable** | **Method of Assessment \*** |
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| 1. **Qualifications and Training**
 | Undergraduate degree Masters level degree Qualification in related subject | HEA Membership Teaching qualificationProfessional Qualification in related subject PhD in a relevant area | 1 |
| 1. **Previous Work Experience**
 | 2 or more years experience teaching a related subject in a UK HE provider | 4+ years experience teaching in a UK HE providerModule leadership experience  | 1, 2 & 4 |
| 1. **Knowledge of core areas**
 | Ability to teach two or more of the following areas: • Capability to record own video and audio content on industry-standard equipment• Edit narratives in video on Adobe Premiere Pro and in audio on Adobe Audition/Audacity• Storytelling with broadcast content | Ability to contribute to teaching across the UCFB portfolio  | 1, 2, 3 & 4 |
| 1. **Specialist knowledge areas**
 | Ability to contextualise Broadcast Journalism for sports business and related disciplines including:• familiarity with the operation of a modern TV studio (we use a Black Magic Design TV studio)• Embrace advances in digital technology: what does VR and AR mean for the future of sports broadcasting? What is interactive storytelling? How is professional content produced on smartphones?  | Ability to teach a range of specialist modules/ topics on the programme | 1, 2 & 4 |
| 1. **Student experience**
 | Ability to provide a high quality student learning experience (e.g. via large group sessions, small group sessions, supervision & pastoral support | Demonstrate innovation & creativity in developing resources to support student learning utilising a variety of teaching styles and where applicable innovative use of technologies | 1, 2 & 4 |
| 1. **Quality Assurance**
 | Ability to implement quality assurance processes  | Ability to complete HE QA documents to meet internal and external expectations  | 1, 2 & 4 |
| 1. **Specific knowledge**

**skills/ abilities required**  | Ability to work effectively in a fast paced and busy environment to meet set goalsExcellent communication skillsGood time-keeping skillsAbility to work on your own initiativeEffective team-working skillsAbility to work along side peers and professional members of the board | Knowledge of the challenges faced by HE providers | 1, 2, 3 & 4 |
| 1. **Motivation/Attitude**
 | Professional approach to workReliableOrganisational SkillsFlexibility Excellent interpersonal skillsAttention to detail Commitment to following UCFB’s ethos and equal opportunities policies |   | 1, 2 & 4 |
| 1. **UCFB Values**
 | Always trying to be the best you canAttention to detailEquitableHonestyIntegrityLoyaltyRespect |  | 1 & 2 |
| **\*1=Application form; 2=Interview; 3=Test/Presentation; 4=Documentary evidence; 5=Other** |

**Terms and Conditions of Employment relevant to post**

Job title: Lecturer in Sports Broadcasting

Hours: 8.30am – 5.00pm, full time

Salary: £30,000 - £36,000 per annum (depending upon qualifications

 & experience)

Work Base: Normally UCFB Etihad Campus, Manchester, but any of UCFB’s premises as may be required

Holidays: 33 days paid holiday, including the usual public holidays in

 England & Wales

Benefits: Christmas/ New Year closure period (10 discretionary days inclusive

 of bank holidays), cycle to work, Perkbox, birthday day off, annual

 staff events, pension (statutory auto enrolment scheme),

 occupational maternity/ paternity pay after qualifying period

**Subject to:**

*Satisfactory DBS check*

*Satisfactory completion of the Probationary period*

*Compliance with Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006*

*Evidence of stated qualifications relevant to the post*

*Evidence of membership of relevant professional bodies as stipulated by the post*

*Not being subject to a Football Banning Order or any lawful prohibition on entering a football stadium in the UK*