Job title	Assistant Professor in Psychology	Job family and level	Research and Teaching Level 5 Extended
School/ Department	School of Psychology	Location	School of Psychology, University Park

Purpose of role

The primary purpose of this role will be to develop, deliver and lead the online provision of our MSc Psychology (Conversion) degree. This is a teaching focussed role and the post-holder will also be expected to contribute teaching and administration across all of our degrees, undergraduate and postgraduate, programmes. The post holder will also make a significant contribution to the School via administrative management and leadership and coordination of specific teaching activities.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	• Provide leadership and oversee the development and organisation of a MSc Psychology Conversion via Distance Learning.	25%
2	• Deliver and support teaching through the use of a virtual learning environment (Moodle).	25%
3	• Plan, prepare and deliver high quality taught modules in psychology for MSc Conversion students via distance learning (core BPS curriculum topics) and undergraduate modules enhancing the School's reputation for excellence in teaching.	25%
4	• Supervision of final year undergraduates and taught postgraduate students conducting research projects	10%
5	• Be responsible for the pastoral care of students, dealing with sensitive issues in liaison with the Senior Tutor and specialist services.	10%
6	• Work as part of an administrative team to see a project through to its successful conclusion and be able to help out when school specific projects need additional input.	5%

Person specification

	Essential	**Desirable**
Skills	▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information. ▪ Ability to creatively apply relevant approaches to teaching and learning support. ▪ High analytical ability to facilitate conceptual thinking, innovation and creativity.	▪ Ability to build relationships and collaborate with others, both internally and externally.
Knowledge and experience	▪ Prior teaching experience in Psychology to include developing and delivering online materials. ▪ Prior teaching experience including evidence of course leadership. ▪ Appreciation of student welfare and relevant sensitive issues. ▪ Experience in designing course materials and planning/organising the delivery and assessment of taught courses within an agreed quality framework.	▪ Experience of UG/PG research supervision.
Qualifications, certification and training (relevant to role)	▪ PhD or equivalent in a subject area related to Psychology First or high 2.1 degree in Psychology or related subject area.	▪ Higher Education teaching qualification (or equivalent). Or working towards ▪ Membership of a professional body (e.g., BPS, EPS etc.) where appropriate. ▪ Knowledge of the BPS curriculum and requirements

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

Line manager
Head of School

Role holder
Assistant Professor

Key stakeholder relationships
Colleagues   Students