

JOB DESCRIPTION

GAMES ACADEMY

Job title:	Lecturer (Final Major Project Supervisor)
Grade:	6
Responsible to:	Line Manager
Date:	November 2023
Job purpose:	<p>The online research supervisor is vital to the daily success and vibrancy of the postgraduate courses. Online research supervisors are a constant presence in the modules and a first academic point of contact for students supporting the learning activities as a member of the academic team. Courses are primarily asynchronous (not undertaken in real-time), research supervisors log in and tend to the activities in the modules at multiple points during the day and study week (including weekends). Research supervisors are typically responsible for up to 15 students.</p>

Main duties and responsibilities

The main duties and responsibilities of this role have been grouped in the following areas:

1. Learning and Teaching.
2. Pastoral Care.
3. Research, Scholarship and Innovation.
4. Curriculum Development.
5. Quality Assurance.

1. Learning and teaching

- a) To plan, host and participate in weekly synchronous (live) online conference sessions where you will summarise a topic's key points and give students formative feedback on their learning or work.
- b) To challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking through the moderation of online discussion forums.
- c) To facilitate online learning activities, provide advice and help with learning problems.

- d) To help prepare students for assessment, mark and assess work against agreed assessment criteria and learning outcomes, and provide feedback to students.
- e) To participate in University wide staff development initiatives related to learning and teaching.
- f) To develop the social learning elements of an online module.
- g) To meet regularly with module leaders to provide an overview of student progress, student learning needs and feedback on the course.
- h) To teach as a member of the lecturing team, within a variety of settings, in a developing capacity within an established programme of study, with the assistance of a mentor if required.
- i) To transfer knowledge in the form of practical skills, methods and techniques.
- j) To identify the learning needs of students and define appropriate learning objectives and delivery methods.
- k) To supervise the work of students, provide advice on study skills and help them with learning problems.
- l) To select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
- m) Ensure that content, methods of delivery and learning materials meet the defined learning objectives and that they are regularly reviewed for opportunities for improvement.
- n) To supervise student projects, students on field trips and, where appropriate, on placements.
- o) To participate in university wide staff development initiatives related to learning and teaching.

2. Pastoral care

- a) To use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.
- b) To act as a personal tutor, giving first line support.
- c) To refer students as appropriate to services providing further support.

3. Research, scholarship and innovation

- a) To engage in research, scholarly activity and/or innovation, subject to the approval of the Head of Subject and with the assistance of a mentor if required.
- b) To reflect on practice and the development of own teaching and learning skills.
- c) To continually update knowledge and understanding in field or specialism.

- d) To translate knowledge of advances in the subject area into the curricular material.

4. Curriculum development

- a) To keep abreast of developments within the subject's academic discipline and/or professional practice and to share this knowledge to shape curriculum content, design and delivery.
- b) To develop own teaching materials, methods and approaches with guidance.
- c) Collaborate with colleagues to implement assessment procedures and review student progress and retention.
- d) To tackle issues affecting the quality of delivery within the scope of one's level of responsibility, referring more serious matters to others, as appropriate.
- e) To assist in the design and delivery of the curriculum.

5. Quality assurance

- a) To make contributions of appropriate quality to programmes being prepared for review and/or validation.
- b) To ensure adherence to and effective operation of quality assurance and enhancement policies and procedures.

General duties and responsibilities

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity or notify a senior staff member as appropriate.
3. To use initiative to determine priorities, work autonomously, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not expressly stated above, which from time to time are necessary for the adequate performance of the University's business without altering the nature or level of responsibility involved.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of university

policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Health & safety requirements

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job title:  Research Supervisor

Attributes	Essential requirements	Desirable requirements
Education and qualifications	A postgraduate degree in a relevant subject area.	A PhD or near completion PGCHE or equivalent and/or fellowship of the Higher Education Academy (HEA).
Experience and knowledge	<p>Evidence of experience in domains specific to User Experience or HCI</p> <p>Evidence of contemporary professional practice.</p> <p>A good understanding of primary and secondary research methods.</p> <p>An understanding of the principles and practicalities of online learning.</p> <p>Connections with industry and professional practice.</p> <p>An understanding of discussion moderation and facilitating learning activities.</p> <p>Commitment to continued professional development.</p> <p>Experience of teaching within an HE environment.</p>	<p>Experience using rapid prototyping and design tools.</p> <p>Experience of teaching within an HE environment at Postgraduate level.</p> <p>Experience of facilitating learning in online, blended or face-to-face learning environments.</p> <p>Experience of working with and teaching in a virtual learning environment.</p> <p>Understanding of quality issues and requirements in HE.</p>
Skills and personal requirements	<p>Excellent digital literacy.</p> <p>Excellent interpersonal and presentation skills.</p> <p>Excellent presentation skills.</p> <p>Able to communicate effectively and confidently, verbally and in writing.</p>	

	<p>Able to work under pressure and maintain attention to detail.</p> <p>Able to work unsupervised and on own initiative as well as to work proactively as part of the team.</p> <p>Able to prioritise workload in order to meet deadlines.</p> <p>Commitment to staying engaged with the industry and identifying relevant trends.</p> <p>Dedication to the development of the subject.</p> <p>A progressive and dynamic approach to teaching in HE.</p> <p>Well-developed administrative abilities.</p> <p>Constructive approach to team working.</p> <p>Ambitious to achieve national and international excellence.</p> <p>Desire to maintain required professional standing through professional practice and continuing professional development.</p>	
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