



Birmingham
Newman
University

Subject – Business & Law

Visiting Lecturer – Variable weekly hours

(Post Ref: NUVL0525)

Hourly rate varies depending on the work assigned

Vice-Chancellor

Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham,
West Midlands, B32 3NT.

Birmingham Newman University

The university is named after the 19th century cardinal St John Henry Newman who wrote 'The idea of a university' in 1852, and we are still guided by the vision of a community of scholars. The university is built around community, and the belief that education enables students to develop new ways of understanding the world, to help make a positive impact within it. This is delivered through smaller class sizes and an interactive learning style. The Catholic ethos has been retained and our students are from all faiths and none. The university is proud of its diverse, friendly, and inclusive environment, where students are welcomed and receive transformational learning opportunities together with support in preparing for employment.

The modern single campus, eight miles southwest of Birmingham city centre has had a recent £20M investment into the campus facilities, building Halls for 200 students, and improving the teaching, learning and social spaces for students. A new law court, a careers and employability hub together with a computer science lab, and accessible student helpdesk are some of the additional facilities and improvements made for our students. The university continues to build its environmental sustainability, already generating 20% 193000kW, of our energy used via on site of solar energy.

In addition, the building of a new School of Nursing and Allied Health has been established to broaden the curriculum including new courses in Adult Nursing, Mental Health Nursing and Physiotherapy to start in September 2023. The university will be providing qualified practitioners from diverse backgrounds, for the local West Midlands Health sector, and beyond.

We are proud to be ranked as a Top 10 University for social inclusion in the Sunday Times Good University Guide 2023, as well as 1st in Birmingham for student satisfaction in the 2022 National Student Survey. Enrolments from non-selective state schools are one of the highest in the country (99%) and Newman has the biggest proportion of students who are first in their family to experience higher education (72.2%), with more than 45% of students coming from Black, Asian or ethnic minority backgrounds. The university runs outreach programmes and has many partnerships with schools and further education colleges in the region offering support and opportunity to pupils.

The university is 'teaching-led' and does not employ staff for research alone but ensures that students have regular contact with active researchers. With our distinctive commitment to transformational impact, we maintain our mission to make a positive difference to individuals and communities through our excellent. In the latest Research Excellence Framework (REF 2001) Newman doubled our number of academic teams submitting work, and also doubled research of world-leading status. Research is undertaken across a wide range of academic and professional disciplines and attracts external funding.

Our mission

To serve our diverse communities by making high-quality, globally connected education accessible to all those who are able to benefit from it, as well as engaging in research, scholarship and professional practice that informs our learning and teaching and has a positive impact on society.

Our values:

- We champion and give voice to the catholic traditions of education, equality, and social justice.
- We respect and value all contributions, recognising that we are a single community, inspired and united by our shared vision and mission.
- We place student learning and welfare at the centre of all we do and we offer a nurturing environment for all students.
- We are ethical, honest and humane. In difficult situations, we will seek to work with understanding, kindness and compassion.
- We recognise and embrace the power of community and build respectful relationships that help us excel.
- A mission of service motivates us, seeking the common good with care and love.

Our strategic objectives:

- To transform students' lives
- To work in partnership with our students
- To grow our institution
- To nurture our staff
- Add to knowledge and cultivate wisdom
- Serve our diverse community and the wider world

The 2020 – 25 strategic plans focus on the success of our students, and the growth of student numbers. Our growth will be responsible and sustainable aligned to our mission and values enabling students to gain an outstanding experience and to succeed in their chosen careers. The university offers opportunities for lifelong learning for those returning to learning or seeking a career change irrespective of age, background, or previous educational experience.

Providing a personalised student experience is a hallmark of the Birmingham Newman University offer, we listen to our students to continually shape the university experience, to ensure that our students are at the heart of all that we do.

Job Description

Job Title: Visiting Lecturer

Salary: Variable Hourly Rate.
(Please see a summary of the different hourly rates as detailed in this job description below).

Hours: Variable Hours

Department: Faculty of Arts, Society and Professional Studies

Purpose of the Post:

The University has opportunities throughout the academic year for Visiting Lecturers to join our community, working in the Faculty of Education and/or the Faculty of Arts, Society and Professional Studies.

Newman's interactive teaching styles and pedagogy of partnership seek to ensure that we teach and learn with our students, working together to make a difference in and for our communities. With a diverse study body, providing a personalised student experience is a hallmark of the Birmingham Newman offer; we listen to students to continually improve and shape the University experience empowering all students to be able to grow and succeed.

The postholder should ensure the efficient delivery of their designated teaching programme(s) in accordance with the University's strategy, policy and procedures.

Successful applicants will be contacted when their expertise is required during the academic year. The number of hours available will be subject to course requirements and may be offered at short notice. Please see detailed pay rates as an appendix to this job description.

1. Key tasks and responsibilities:

Student learning experience

- Teach as a member of a teaching team within an established programme of study.
- Teach in a variety of settings from small group tutorials to large lecturers, ensuring contents, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions
- Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.

Research, enterprise and scholarship

- Reflect on practice and the development of own teaching and learning skills

Managing people and resources

- Manage own teaching, scholarly and administrative activities and supervise students' fieldwork and placements
- Undertake module leadership, where appropriate
- Plan own day to day activity within the framework of the agreed programme
- Coordinate own work and that of others to avoid conflict or duplication of effort
- Use teaching resources and facilities as appropriate
- Plan and manage own teaching and tutorials

Pastoral Care

- Show consideration to others
- Appreciate the needs of individual students and their circumstances
- Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support
- Refer students as appropriate to services, providing further support

Liaison and networking

- Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration
- Complete 'in person' visits to partner organisations and establishments as necessary e.g., local schools, hospitals, police constabularies and prisons, depending on the programme of study, maintaining quality relationships with partner organisations
- Join appropriate networks to share information and ideas

Other key requirements:**Communication**

- Communicate information and ideas to students.
- Produce materials that support learning.
- 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.

Teamwork

- Actively participate as a member of a teaching team.
- Attend and contribute to relevant meetings.
- Collaborate with academic colleagues on programme development and curriculum changes.
- Attend and contribute to subject group meetings.
- Collaborate with colleagues to identify and respond to students' needs.

Initiative, problem solving and decision making

- Deal with problems which may affect the delivery of own teaching.
- Contribute to decisions affecting the work of the team.
- Develop initiative, creativity and judgment in applying appropriate approaches to learning and teaching 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 students' work.

2. Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is **not exclusive**. The post holder may be required to undertake other duties of a similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.

- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Criteria	Essential	Form of Assessment	Desirable	Form of Assessment
Educational Qualifications and Training	Upper Second Class degree in course relevant subject QTS - (For posts which involve supervision of ITE placements within the Faculty of Education)	Application Form	First Class degree in course relevant subject Higher degree (master's level or above) in course relevant subject Teaching qualification or equivalent PGCHE or equivalent Membership of Professional bodies such as Advance HE.	Application Form
Relevant work experience and/or knowledge	Current knowledge and experience in your area of expertise	Application form/interview	Demonstrable experience of teaching at Foundation Year, undergraduate and postgraduate level An up-to-date knowledge of employment law and good practice with the ability to apply and advise managers accordingly Experience of programme development in HE Experience of high-level engagement in student recruitment activities Fellowship of the HEA or willingness to obtain Fellowship Experience of working with students in settings beyond University .	Application form/interview
Relevant and/or Specific skills required	Demonstrable high-quality teaching ability Readiness to support 'non-standard' entrants.	Application form/interview	Experience of inter-disciplinary teaching	Application form/interview

	<p>Proficiency in the requirements required for running a programme</p> <p>Excellent written and oral communication skills</p> <p>Ability to promote employability and to prepare students for graduate employment</p>			
Personal qualities and attributes	<p>Professional and proactive approach</p> <p>Excellent organisational skills with the ability to prioritise work effectively</p> <p>Works well independently and as part of a professional team</p> <p>Ability to work confidentially and in accordance with Data Protection requirements</p> <p>Ability to work with a wide variety of students and staff</p>	Interview		Application form/interview
Other	<p>A DBS Check may be required for Visiting Lecturer posts in certain areas</p>			

General Terms & Conditions of Employment

This is an open ended post with variable weekly hours. It will be remunerated as per the table below:

Visiting Lecturer Hourly Pay Rates

Role	Hourly Rate	Role Descriptor
VL: Teaching (inclusive of preparation and marking)	£48.21	Teaching delivered which incorporates preparation and marking
VL: Teaching Only	£23.04	Teaching only (where lessons have been pre-prepared and there is no associated marking or assessment with the teaching delivered).
VL: Administration	£19.28	Additional time required to prepare for delivery, marking, office hours, advising on dissertations and/or projects, skills support tutoring, completing mandatory training etc
VL: Dissertation supervision, clinical skills, practical sessions and simulated practice sessions with the School or Nursing and Allied Health and visits to any partner organisations	£32.14	<p>Dissertation supervision, clinical skills, practical sessions, simulated practice sessions within School of Allied Health and Nursing and visits to any partner organisations e.g., schools, hospitals, prisons, police constabularies.</p> <p>Incorporates preparation time and associated administration</p> <p>Please note that this rate does not include partner organisation visits within the Faculty of Education. Due to the additional preparation and marking/assessment associated with these visits alongside the quality assurance aspects involved, partnership organisation visits within the Faculty of Education will be paid at the rate of £48.21 per hour.</p> <p>Clinical skills, practical sessions and simulated practice sessions within the SoNAH are paid at the rate of £32.14 per hour.</p>

The appointment is subject to meeting all pre-employment clearances and essential requirements of the Person Specification.

All new Visiting Lecturers will undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS

check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

If eligible, you will be auto-enrolled into the Teachers Pension Scheme. You will receive a notice from the University Payroll Department telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Procedure for Application

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. We only accept a CV as a supplementary part of the application process. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post.

Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council.

Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

Closing date for applications: 23rd May 2025

Job Applicant Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data of job applicants please refer to the [Privacy Notice for Job Applicants](http://www.newman.ac.uk/privacy-notices/#blueprint_5) available at www.newman.ac.uk/privacy-notices/#blueprint_5

Appendix One – VL Pay Rates

VL Pay Rates

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