



Job Description

Post:	Principal Lecturer in Early Years	Grade:	K
Department:	Learning, Teaching & Research		
Team:	Lecturing		
Responsible to:	Pro Vice Chancellor (Learning and Teaching)		
Contact hours:	Between 10-18 hours per week as required by the demands of the curriculum/role		

Principal Lecturers in Early Years combine teaching and research responsibilities and will have extensive academic experience (proven and significant experience in HE), which includes contributions in teaching, research and related administration. They must have demonstrable evidence of a sustained commitment to the enhancement of the student experience, including demonstrating good practice in relation to teaching and assessment.

They will be making a significant leadership and/or management contribution within their department or Norland. As well as organising schemes of work with the module team, they will manage assessments for their modules, complete module reviews, supervise dissertations, act as personal tutors and contribute to the wider work of both the academic team and Norland.

Principal lecturers are expected to take leading roles in developing and overseeing the quality of teaching programmes at all levels, including academic operational co-ordination, supporting teaching and learning through observations, initiating new and innovative techniques, including the use of digital pedagogies, and leading internal staff training. They will also be expected to be leading collaborative research projects and/or engage in other scholarly activity (e.g. contributing to journals and/or academic books).

They will promote and enhance the reputation of Norland within the wider sector and academic field, producing research that furthers sector understanding.

They will be involved in internal and external reporting requirements and will contribute their expertise to the external scrutiny processes.

Main responsibilities and duties:

- Support the Pro Vice Chancellor (Learning and Teaching) in the development and implementation of strategic educational initiatives and innovation projects.
- Contribute strategically to departmental enhancement planning, including the effective deployment of resources to support institutional priorities and continuous improvement.
- Provide academic leadership across designated programmes and contribute to the strategic development of the department, ensuring excellence in learning, teaching and the student experience.
- Provide leadership and management of project teams, including, where appropriate, line management responsibility for academic staff, supporting performance, development and wellbeing.
- Lead teaching, research and scholarly activity projects that contribute to the advancement of the department and institution, ensuring successful planning, implementation, evaluation and dissemination of outcomes.
- Lead and contribute to quality assurance and enhancement processes, including the production of annual monitoring reports, action plans and evaluative documentation, and report progress to relevant committees and boards.

- Support the Pro Vice Chancellor (Learning and Teaching) in the leadership of validation, revalidation and programme review activities, including the development, evaluation and revision of modules and programmes.
- Serve as a member of institutional, departmental or programme committees and working groups, providing strategic leadership, informed decision-making and expert advice to support the achievement of Norland's academic and organisational objectives.
- Coach, mentor and support colleagues in learning, teaching and assessment practices, taking a leading role in peer observation, developmental review and the dissemination of effective practice.
- Make a significant contribution to the professional development of staff within the department, fostering a culture of continuous improvement, collaboration and academic excellence.
- Monitor and manage teaching, research and departmental resources effectively to ensure efficient and sustainable operation.
- Plan, develop, teach and assess learning across programmes offered by Norland, including undertaking module leadership responsibilities and leading the design and enhancement of curricula that incorporate effective digital pedagogies and evidence-informed educational practice.
- Assess student work and provide timely, constructive formative and summative feedback that supports student achievement, progression and professional development.
- Act as a personal tutor, providing high-quality academic guidance, pastoral support and professional advice to students through regular individual and group tutorials.
- Supervise research students and provide guidance and mentorship to colleagues undertaking supervisory responsibilities.
- Maintain accurate and confidential records of student tutorials and related interactions in accordance with Norland policies and regulatory requirements.
- Undertake external examining duties and contribute to the wider higher education community through participation in external quality assurance activities.
- Maintain an up-to-date understanding of the UK higher education regulatory framework, quality requirements and sector developments, ensuring compliance and embedding best practice within academic provision.
- Develop and maintain productive networks with academics, practitioners and professional organisations to enhance collaboration, knowledge exchange and institutional reputation.
- Represent the department and institution in external partnerships, professional bodies, sector networks and stakeholder engagement activities.
- Work collaboratively with the Research Manager/Fellow to advance Norland's research strategy, contributing actively to the institution's research profile, culture and outputs.
- Engage with regional, national and international research networks, developing collaborative partnerships and seeking opportunities for interdisciplinary and externally funded research activity.

- Disseminate knowledge and scholarship through publications, conference presentations, professional engagement and other activities that contribute to the advancement of early childhood education and care.
- Contribute specialist expertise to consultancy, knowledge exchange and advisory activities that support the strategic aims of Norland and the wider sector.

General:

- Always provide high-quality customer service when dealing with email, telephone and face to face enquiries from staff, students, and external parties.
- Be a Brand Ambassador of Norland University at all times.
- Have the academic freedom (within the law) to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without risk of retaliation or censorship from other colleagues or the Norland University as a whole.
- Participate and contribute where appropriate to Consultancy activities such as CPD training and guest lectures.
- Be willing to undertake Fire Warden and First Aid training and be a key holder to assist in opening and closing the building as and when required.
- Work with internal departments to ensure operational procedures are fully complied with.
- Take ownership of personal development (CPD) within your role and identify personal training needs.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with Norland's policies and procedures, as laid out in the Financial Regulations.
- To undertake any other duties, as required from time to time.

In addition to the above, the post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which Norland is subject. All staff are required to:

- Have full regard for Norland's equality and diversity, health and safety and safeguarding requirements.
- Achieve individual and team targets assigned through Norland's annual planning and staff appraisal processes including taking ownership of personal development (CPD) within your role and identify personal training needs.
- Operate within approved income and expenditure budgets.
- Participate in the Norland-wide recycling programme and to engage with new strategies aimed at sustainability.
- Be subject to Norland's approved strategies, policies and procedures and undertake all duties in line with these.
- Be aware that any breach of confidentiality in relation to sensitive information, Norland staff, student or child is considered a dismissible offence.

This job description may be subject to revision, depending on the future needs of the post and the organisation. Any changes will be discussed with the post holder prior to implementation.