

THE POST

College/Service: College of Social Sciences and International Studies
(<http://socialsciences.exeter.ac.uk/>)

Post: Associate Professor in the Teaching of English to Speakers of Other Languages (TESOL)

Reference No: P00618

Grade: H

Reporting to: Head of School/Pro-Vice Chancellor of College

We are seeking to appoint a dynamic and forward-thinking Associate Professor in the Teaching of English to Speakers of Other Languages (TESOL) to lead and develop the School's Language and Education Network. This Network brings together academics who have an interest in the relationship between language and education. This includes research into first and second language teaching and learning and research into the roles language plays in education more broadly. The Network has been created to cohere existing research strengths, expertise and teaching programmes in the School and from across the University. The Network is committed to working collaboratively with colleagues across related disciplines and to generating new research income, attracting high quality doctoral students and to building capacity generally in research publications, research conferences, dissemination of research findings and best practice.

The new appointment will contribute to the research and teaching profile of the Language and Education Network and have a strategic vision for developing the Network and to grow its contribution through successful external grant bidding, developing a postdoctoral research team and community and attracting strong doctoral candidates. The successful applicant will have a proven track record of having attracted and successfully managed large, externally funded research grants, high quality research publications and experience of successful doctoral supervision.

We are particularly keen to attract individuals who are interested in taking on a leadership responsibility within the Graduate School more widely within the next two year timeframe e.g. as Director of Research, helping to manage the development and delivery of the research strategy in the discipline and the research plans of colleagues to meet the requirements of the overall University Research and Knowledge Transfer Strategy.

This full-time time (1.0 FTE) post is available from 1 September 2016 in the Graduate School of Education within the College of Social Sciences and International Studies.

Job Description

This job description summarises the main duties and responsibilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Main duties and responsibilities:

Within an agreed and monitored volume of workload, to:

1. Lead the Language and Education Network by providing a strategic plan for growth based on a successful culture of research bidding and attracting high quality doctoral candidates

2. Provide academic leadership for less-experienced colleagues
3. undertake high quality, internationally recognised academic research in the field of TESOL Education research
4. Supervise higher degree students (MEd, EdD, MPhil/PhD)
5. Teach on post-graduate programmes, as appropriate.
6. Undertake strategic leadership roles within the School
7. Contribute to the development of new areas of teaching
8. Prepare and submit funding bids related to teaching, learning and research
9. Support the preparation of funding bids of other colleagues
10. Undertake other duties assigned, from time to time, by the Head of School

Research

1. Support the development and implementation of the College and School research strategies and provide leadership in this area to other academic staff across the discipline, as required
2. Lead and co-ordinate research activity in TESOL
3. Manage research and other collaborative partnerships with other educational institutions or other bodies
4. Lead bids for research, consultancy and other additional funds.
5. Write publications of the appropriate defined standard or disseminate research findings using media appropriate to the discipline.
6. Conduct research into learning and teaching methodologies and disseminate best practice within the Institution and externally.
7. Develop and promote the use of innovative assessment methods.

Liaison and Networking

1. Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
2. Participate in internal and external networks in relation to research and research funding, teaching and teaching funding, and consultancy.
3. Promote and market the work of the College in the subject area both nationally and internationally.
4. Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.

Managing people and managing resources

1. Act as line manager for matters relating to the employment of staff and ensuring the work is allocated fairly, according to skills and capacity.
2. Carry out the role of an Academic Lead i.e. sustaining a shared sense of direction for the discipline and a shared participation in the University and Colleges' success through engagement with University and College strategies ensuring decisions are taken forward effectively by all staff they lead enabling, supporting and celebrating individual achievement.
3. Take overall responsibility for the organising and deployment of resources within own areas of responsibility
4. Participate in institutional decision making and governance, supporting the leadership within the Education discipline and the College Executive with the effective planning of workloads; the utilisation of resources and the implementation of management decisions.

Person Specification

It is essential that the successful candidate has:

1. Be a leading authority in TESOL with an international reputation.
2. Possess in depth knowledge of their specialism to enable the development of new knowledge, innovation and understanding in the field.
3. Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.
4. Have a strong record in attracting research and/or scholarship funding.

5. Have an active and supportive approach to inter-disciplinary and multi-disciplinary research that will help to foster interactions and links both within the University and externally.
6. A clear vision about research and teaching in the School
7. Previous experience of successful leadership and management within an academic environment, including having had some responsibility for staffing, resource management and building partnership working.

It is desirable that the successful candidate has:

1. A good working knowledge of both qualitative and quantitative research methods
2. Been involved in funded research projects based on international collaborations
3. Academic interests, experience and achievement that complement and enhance the existing strengths of staff in the School
4. Academic interests, experience and achievement that complement and enhance the existing strengths of work in cognate disciplines in other parts of the University

We are very keen to sustain a strong academic community where people share and collaborate in research and where students feel part of a vibrant academic culture, Therefore, we expect that, in general, you will be physically present at the University at least four days a week during term time. This will enable you to become part of this community and be supported and enriched by it.

Formal Application

In their formal application, candidates are asked:

- i) to provide a written statement of 1,000 words maximum that relates their career achievements to date to the above description of duties and responsibilities, and to the relevant person specification; and, at the end of the statement,
- ii) to specify the two publications from their CV which they believe to be the most important contributions to knowledge

Informal Enquiries

Applicants are encouraged to contact the Pro-Vice Chancellor of the College, Professor Debra Myhill (tel: 01392-724767, email: D.A.Myhill@exeter.ac.uk) to discuss the posts further. Informal enquiries can also be made to Dr Nigel Skinner (Head of the Graduate School of Education, email: N.C.Skinner@exeter.ac.uk, tel: 01392 724932). You may also wish to consult our web site at <http://socialsciences.exeter.ac.uk/education/> for further details of the Graduate School of Education.

THE POST

College/Service: College of Social Sciences and International Studies
(<http://socialsciences.exeter.ac.uk/>)

Post: Associate Professor in Special Educational Needs and Inclusive Education

Reference No: P00618

Grade: H

Reporting to: Head of School/Pro-Vice Chancellor of College

We are seeking to appoint a dynamic and forward-thinking Associate Professor of Special Educational Needs and Inclusive Education to lead and develop the School's Centre for Special Educational Needs and Disability. The Centre brings together academics with an interest in educational aspects of children, young people and adults with special educational needs and disabilities. The Centre has been created to cohere existing research strengths, expertise and teaching programmes in the School and from across the University. The Centre is committed to working collaboratively with colleagues across related disciplines and to generating new research income, attracting high quality doctoral students and to building capacity generally in research publications, research conferences, dissemination of research findings and best practice.

The new appointment will contribute to the research and teaching profile of the Centre for Special Educational Needs and Disability and have a strategic vision for developing the Centre and to grow its contribution through successful external grant bidding, developing a postdoctoral research team and community and attracting strong doctoral candidates. The successful applicant will have a proven track record of having attracted and successfully managed large, externally funded research grants, high quality research publications and experience of successful doctoral supervision.

We are particularly keen to attract individuals who are interested in taking on a leadership responsibility within the Graduate School more widely within the next two year timeframe e.g. as Director of Research, helping to manage the development and delivery of the research strategy in the discipline and the research plans of colleagues to meet the requirements of the overall University Research and Knowledge Transfer Strategy.

This full-time time (1.0 FTE) post is available from 1 September 2016 in the Graduate School of Education within the College of Social Sciences and International Studies.

Job Description

This job description summarises the main duties and responsibilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Main duties and responsibilities:

Within an agreed and monitored volume of workload, to:

1. Lead the Centre for Special Educational Needs and Disability (SEND) by providing a strategic plan for growth based on a successful culture of research bidding and attracting high quality doctoral candidates
2. Provide academic leadership for less-experienced colleagues

3. undertake high quality, internationally recognised academic research in the field of SEND research
4. Supervise higher degree students (MEd, EdD, MPhil/PhD)
5. Teach on post-graduate programmes, as appropriate.
6. Undertake strategic leadership roles within the School
7. Contribute to the development of new areas of teaching
8. Prepare and submit funding bids related to teaching, learning and research
9. Support the preparation of funding bids of other colleagues
10. Undertake other duties assigned, from time to time, by the Head of School

Research

1. Support the development and implementation of the College and School research strategies and provide leadership in this area to other academic staff across the discipline, as required
2. Lead and co-ordinate research activity in SEND
3. Manage research and other collaborative partnerships with other educational institutions or other bodies
4. Lead bids for research, consultancy and other additional funds.
5. Write publications of the appropriate defined standard or disseminate research findings using media appropriate to the discipline.
6. Conduct research into learning and teaching methodologies and disseminate best practice within the Institution and externally.
7. Develop and promote the use of innovative assessment methods.

Liaison and Networking

5. Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
6. Participate in internal and external networks in relation to research and research funding, teaching and teaching funding, and consultancy.
7. Promote and market the work of the College in the subject area both nationally and internationally.
8. Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.

Managing people and managing resources

1. Act as line manager for matters relating to the employment of staff and ensuring the work is allocated fairly, according to skills and capacity.
2. Carry out the role of an Academic Lead i.e. sustaining a shared sense of direction for the discipline and a shared participation in the University and Colleges' success through engagement with University and College strategies ensuring decisions are taken forward effectively by all staff they lead enabling, supporting and celebrating individual achievement.
3. Take overall responsibility for the organising and deployment of resources within own areas of responsibility
4. Participate in institutional decision making and governance, supporting the leadership within the Education discipline and the College Executive with the effective planning of workloads; the utilisation of resources and the implementation of management decisions.

Person Specification

It is essential that the successful candidate has:

1. Be a leading authority in SEND and Inclusive Education with an international reputation.
2. Possess in depth knowledge of their specialism to enable the development of new knowledge, innovation and understanding in the field.
3. Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.
4. Have a strong record in attracting research and/or scholarship funding.
5. Have an active and supportive approach to inter-disciplinary and multi-disciplinary research that will help to foster interactions and links both within the University and externally.

6. Previous experience of successful leadership and management within an academic environment, including having had some responsibility for staffing, resource management and building partnership working.
7. A clear vision about research and teaching in the School

It is desirable that the successful candidate has:

1. A good working knowledge of both qualitative and quantitative research methods
2. Been involved in funded research projects based on international collaborations
3. Academic interests, experience and achievement that complement and enhance the existing strengths of staff in the School
4. Academic interests, experience and achievement that complement and enhance the existing strengths of work in cognate disciplines in other parts of the University

We are very keen to sustain a strong academic community where people share and collaborate in research and where students feel part of a vibrant academic culture. Therefore, we expect that, in general, you will be physically present at the University at least four days a week during term time. This will enable you to become part of this community and be supported and enriched by it.

Formal Application

In their formal application, candidates are asked:

- i) to provide a written statement of 1,000 words maximum that relates their career achievements to date to the above description of duties and responsibilities, and to the relevant person specification; and, at the end of the statement,
- ii) to specify the two publications from their CV which they believe to be the most important contributions to knowledge

Informal Enquiries

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THE POST

College/Service: College of Social Sciences and International Studies
(<http://socialsciences.exeter.ac.uk/>)

Post: Associate Professor in Science Education

Reference No: P00618

Grade: H

Reporting to: Head of School/Pro-Vice Chancellor of College

We are seeking to appoint a dynamic and forward-thinking Associate Professor of Science Education to lead and develop the School's Centre for Science, Mathematics and Technology Education. The Centre brings together academics concerned with aspects of education in the fields of science, technology and mathematics. The Centre has been created to cohere existing research strengths, expertise and teaching programmes in the School and from across the University. The Centre is committed to working collaboratively with colleagues across related disciplines and to generating new research income, attracting high quality doctoral students and to building capacity generally in research publications, research conferences, dissemination of research findings and best practice.

The new appointment will contribute to the research and teaching profile of the Centre for Science, Mathematics and Technology Education and have a strategic vision for developing the Centre and to grow its contribution through successful external grant bidding, developing a postdoctoral research team and community and attracting strong doctoral candidates. The successful applicant will have a proven track record of having attracted and successfully managed large, externally funded research grants, high quality research publications and experience of successful doctoral supervision.

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Job Description

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Main duties and responsibilities:

Within an agreed and monitored volume of workload, to:

1. Lead the Centre for Science, Mathematics and Technology Education by providing a strategic plan for growth based on a successful culture of research bidding and attracting high quality doctoral candidates
2. Provide academic leadership for less-experienced colleagues
3. undertake high quality, internationally recognised academic research in the field of Science Education research

4. Supervise higher degree students (MEd, EdD, MPhil/PhD)
5. Teach on post-graduate programmes, as appropriate.
6. Undertake strategic leadership roles within the School
7. Contribute to the development of new areas of teaching
8. Prepare and submit funding bids related to teaching, learning and research
9. Support the preparation of funding bids of other colleagues
10. Undertake other duties assigned, from time to time, by the Head of School

Research

1. Support the development and implementation of the College and School research strategies and provide leadership in this area to other academic staff across the discipline, as required
2. Lead and co-ordinate research activity in Science Education
3. Manage research and other collaborative partnerships with other educational institutions or other bodies
4. Lead bids for research, consultancy and other additional funds.
5. Write publications of the appropriate defined standard or disseminate research findings using media appropriate to the discipline.
6. Conduct research into learning and teaching methodologies and disseminate best practice within the Institution and externally.
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Person Specification

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1. Be a leading authority in Science Education with an international reputation.
2. Possess in depth knowledge of their specialism to enable the development of new knowledge, innovation and understanding in the field.
3. Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.
4. Have a strong record in attracting research and/or scholarship funding.
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6. A clear vision about research and teaching in the School

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Additional Information Relating to the Posts

Salary

The starting salary will be on Grade H, £54,043 to £68,087 per annum, points 48 to 56, subject to knowledge, skills and experience. Progression beyond point 50 is subject to performance in the role.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

There are no specific hours of work but staff are required to work such hours as are necessary to carry out the duties associated with the appointment.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay. In addition to the three referees indicated, the University will take up an additional referees' reports (two) from referees identified by the University.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the Home Office website at <http://www.ukba.homeoffice.gov.uk/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. Please note that this scheme will be changing from April 2016 and for more information please go to <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. The USS benefit structure up to 31 March 2016 is as follows: The USS is a contracted-out scheme with two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at www.uss.co.uk. **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme and if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **02nd May 2016**. We expect to hold interviews in Exeter on **03rd June**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.