

# JOB DESCRIPTION



<b>Job Title:</b> Academic Developer, Learning and Teaching (Assessment Project)
<b>Department:</b> Centre for Excellence in Learning and Teaching
<b>Faculty/Professional Service:</b> Division of Education
<b>Location:</b> Tavistock Place, London
<b>Reports to:</b> Assistant Professor Learning and Teaching
<b>Full Time/Part Time/Casual:</b> Full-Time (also available as Part-Time) <b>fixed term for 6 months</b>
<b>Hours (if less than full time):</b> 0.6 - 1.0 FTE
<b>Grade:</b> Grade 6
<b>Overall Purpose of the job:</b> The Academic Developer, Learning and Teaching (Assessment Project) will sit within the Centre for Excellence in Learning and Teaching (CELT). They will play a significant role in supporting a change project relating to assessment and feedback practices at LSHTM. The role is focused on providing advice and support for initiatives designed to enhance assessment and feedback including: reviewing existing practices and sector-wide good practices, developing student- and staff-facing resources, supporting continuing professional development activities for LSHTM staff, and embedding the student voice into the project. The role holder will also contribute to the broader professional development activities within CELT, where relevant.

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

## Our Values

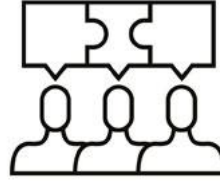
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## FACULTY/DEPARTMENT INFORMATION

This role is based in the Centre for Excellence in Learning and Teaching (CELT), a vibrant team of education specialists working across LSHTM to promote and develop innovative and inclusive approaches to learning, teaching and assessment.

The CELT runs professional development activities for staff in key aspects of teaching, learning, assessment and digital learning and offers bespoke advice and support to academic staff in the faculties and other staff across the School who support teaching. The CELT also leads and coordinates educational enhancement projects in partnership with Faculty colleagues, professional services and students.

The CELT runs a Postgraduate Certificate in Learning and Teaching to support the needs of staff who are new to teaching or supporting student learning, as well as experienced staff aiming to develop specific areas of their teaching. We have a growing cohort of colleagues pursuing Senior Fellowship applications through our CPD Route to HEA Fellowship.

The Centre also runs digital skills training for students in technologies that can enhance their studies and career prospects and is involved in several student-centred initiatives.

## **Main Duties and Responsibilities**

- Main point of contact in CELT for the Assessment and Feedback Project, providing advice and support to staff on how to revise, innovate and implement changes to their assessment and feedback practices.
- Develop good practice case studies on assessment and feedback practices at the School to share with the wider LSHTM teaching community.
- Convene regular Assessment and Feedback Project meetings and lead discussion forums with academic staff based in the faculties on assessment and feedback practices.
- Undertake a sector analysis of grading schemes and feedback practices to inform approaches at LSHTM, reporting to senior stakeholders.
- Support the development and roll-out of a tool to enable staff to self-reflect on their assessment and feedback practices, working together with colleagues in CELT.
- Design resources on assessment and feedback practices working with colleagues in CELT.
- Engage with students to bring the student voice into the recommendations and outputs of the Assessment and Feedback project.
- Research and report on external good practice in assessment and feedback. Make recommendations for further activities to support assessment and feedback practices at LSHTM.
- Collaborate with teams across the School such as the Equity, Diversity and Inclusion team, Programme Administration Office team, Digital Learning team and Quality and Standards team to support and embed the development of high-quality, inclusive assessment and feedback practices.

## ***Additional Information***

- Contribute to the broader work of CELT where relevant,, bringing knowledge and expertise in assessment and feedback into a wide range of enhancement projects.

## Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).**

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• A postgraduate qualification (e.g. MA, MSc, MEd, PGCert).</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Postgraduate Certificate in Learning and Teaching in Higher Education or equivalent.</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Fellowship of the Higher Education Academy or equivalent professional recognition.</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of inspiring and motivating change in assessment and feedback practices.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of providing academic development support to staff.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of learning, teaching and assessment and its design and delivery in a higher education context.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of creating high-quality digital learning materials and familiarity with a VLE, preferably Moodle.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Evidence of excellent interpersonal skills, including ability to communicate complex ideas effectively both orally and in writing.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of working within a project-orientated environment.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience working in partnership with students in a Higher Education context.</li> </ul>	D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of contemporary approaches to designing and enhancing assessment and feedback</li> </ul>	E
<b>General</b>	<ul style="list-style-type: none"> <li>• Proven ability to work independently, as well as collaboratively, with academic and professional services colleagues.</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of working with colleagues from a wide range of backgrounds, and understanding of the strategies for improving equity, diversity and inclusion in learning, teaching and assessment.</li> </ul>	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Mar 2024

## Salary and Conditions of Appointment

The post is fixed term for 6 months and is available part-time or full-time (0.6-1.0 FTE). This role is also open to internal LSHTM staff on a secondment basis, subject to all relevant approvals. The post is available from 01 May 2024. The salary will be on the Professional Services salary scale, Grade 6 scale in the range £43,947 - £49,908 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

## Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

## Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications **but due to the pending salary threshold changes effective 4 April 2024 applicants under certain circumstances may not qualify for sponsorship**. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).