

Below is an example of a completed SOC Code Justification Form based on the Lecturer job description, which can be found on Page 2 below.

<u>Job Title</u>	Lecturer
<u>SOC Code Identified</u> (number and name of SOC Code)	2311, Higher Education Teaching Professionals
<u>SOC Code Tasks</u>	<u>Job Description Tasks</u>
<ul style="list-style-type: none"> prepares, delivers and directs lectures, seminars and tutorials 	<p>Design teaching material and deliver across a range of modules or within a subject area, using appropriate teaching, learning support and assessment methods (Duty 1).</p> <p>Within the subject team plan, design and develop learning outcomes and materials (Duty 3).</p> <p>With support co-ordinate and lead small modules, in own subject area (Duty 8).</p> <p>As module leader or tutor, co-ordinate with others (including support staff and academic colleagues) to ensure student expectations are met (Duty 9).</p>
<ul style="list-style-type: none"> prepares, administers and marks examinations, essays and other assignments 	<p>Design, mark and give feed-back on appropriate assessments (Duty 2).</p>
<ul style="list-style-type: none"> advises students on academic matters and encourages independent research 	<p>Supervise student projects, field trips and placements (Duty 5).</p> <p>Act as a personal tutor (Duty 6).</p>
<ul style="list-style-type: none"> provides pastoral care or guidance to students 	<p>Act as a personal tutor (Duty 6).</p>
<ul style="list-style-type: none"> participates in decision making processes regarding curricula, budgetary, departmental and other matters 	<p>Within the subject team plan, design and develop learning outcomes and materials (Duty 3).</p> <p>Contribute to the revision and improvements in the curriculum content and delivery (Duty 4).</p> <p>Contribute to internal and external quality assurance processes (Duty 13).</p> <p>Participate in team meetings, departmental School meetings and committees (Duty 14).</p> <p>Ensure the implementation of the University's policies and regulations within the remit of the postholder's duties (Duty 15).</p>
<ul style="list-style-type: none"> directs the work of postgraduate students 	<p>Supervise student projects, field trips and placements (Duty 5).</p>
<ul style="list-style-type: none"> undertakes research, writes articles and books and attends conferences and other meetings 	<p>Develop an active research record securing appropriate publications or other recognised forms of output (Duty 7).</p> <p>Engage in subject, professional and/or pedagogy research and scholarship (Duty 10).</p> <p>Participate in and develop external networks (Duty 12).</p>

Job Description

Job Title: Lecturer

Responsible to: Head of Department/Subject Leader

Grade: 7

Main Objectives

- a) To plan, design and deliver educational programmes.
- b) To actively engage in subject, professional and/or pedagogy research and scholarship.

Main Duties and Responsibilities

1. Design teaching material and deliver across a range of modules or within a subject area, using appropriate teaching, learning support and assessment methods.
2. Design, mark and give feed-back on appropriate assessments.
3. Within the subject team plan, design and develop learning outcomes and materials.
4. Contribute to the revision and improvements in the curriculum content and delivery.
5. Supervise student projects, field trips and placements.
6. Act as a personal tutor.
7. Develop an active research record securing appropriate publications or other recognised forms of output.
8. With support co-ordinate and lead small modules, in own subject area.
9. As module leader or tutor, co-ordinate with others (including support staff and academic colleagues) to ensure student expectations are met.
10. Engage in subject, professional and/or pedagogy research and scholarship.
11. Contribute to recruitment activities e.g attendance at open days and conducting visits.
12. Participate in and develop external networks.
13. Contribute to internal and external quality assurance processes.
14. Participate in team meetings, departmental School meetings and committees.
15. Ensure the implementation of the University's policies and regulations within the remit of the postholder's duties.
16. Undertake other duties directed by or in agreement with the Head of Department or Subject Leader.