Senior Teaching Co-ordinator

Department of Psychology

Grade: U0E7

Closing Date: Tuesday 23rd July 2019 @ 5.00pm
Interview Date: Late July - Early August 2019
Vacancy Number: 048529
The School of Philosophy, Psychology and Language Sciences is seeking to appoint a Senior Teaching Coordinator, to its Psychology department.

The post holder shall play a key role in contributing to curriculum design and student experience enhancement by reviewing and improving existing course delivery as well as being a first point of contact in terms of line management to our PG tutor population.

The position will be available full time, on an open-ended basis, with a start date from late August - early September 2019.

The department of Psychology at Edinburgh ranks 2nd in the UK and 20th in the world (Times Higher Education – World University Rankings 2018 by subject: psychology).

For further information on the role and how to apply please visit our University vacancy pages and search for vacancy ref. 048529.

The department of Psychology particularly welcomes applications from candidates belonging to groups that have been traditionally underrepresented in the subject, including, but not limited to, women and ethnic minorities. For more information on our family-friendly policies please visit our HR web page.

All candidates are requested to apply by submitting a cover letter/letter of application and CV only via the online portal. References will be requested separately for those invited to interview (which is expected to be late July /early Aug 2019).
Job Purpose

The post holder shall play a key role in contributing to curriculum design and student experience enhancement by reviewing and improving existing course delivery as well as being a first point of contact in terms of line management to our PG tutor population. This will include identifying potential areas for training development (both study and academic), and liaising closely with course organisers and the Undergraduate teaching office administrators, as well as external bodies such as the Institute for Academic Development.

Main Responsibilities

1. Line-management of postgraduate tutors: selecting, training, co-ordinating and mentoring a team of 15-20 postgraduate tutors in Psychology, monitoring quality of tutoring and providing feedback to individual tutors and Psychology Teaching Director and Year Course Convenor (Approx 20% of time).

2. Responsibility for curriculum enhancements around skills training and student experience, including: responsibility for organising ‘Activity Weeks’ in year 1 and 2, once per semester; coordination of study and academic skills training sessions in liaison with Institute for Academic Development; coordination of Careers preparation training for students in liaison with CHSS Careers Service; coordination of Study Abroad information and guidance in liaison with International Officer in Psychology and International Office (Approx 20% of time).

3. Student support: provide information, support, training and tutoring to students, in person, by email and online. Availability to all students, including office hours and arranged meetings, and direct liaison with student representatives, Psychology Society, and Student Support Officers (Approx 20% of time).

4. Review and enhancement of course delivery: work with Psychology Year Course Conveners, existing Senior Teaching Coordinator, Teaching Office secretaries, Teaching Director and UG Administrator to improve teaching and tutor training in line with University Learning and Teaching strategy. Assist Course Organisers in the future development of course structure (Approx % of time 10%).

5. Contribute to Psychology lecturing, small group teaching and dissertation supervision as required (Approx 10% of time).

6. Support of course delivery: manage and monitor course handbook, tutorial handbook and LEARN content, ensure that appropriate course information is provided. Oversee tutorial/small group teaching and dissertation allocations, communicating allocation systems and outcomes to students. Liaise with academic staff, Teaching Director, Teaching Office and School Academic Misconduct Officer (Approx 10% of time).

7. Assist with Psychology Open Days, Post-Application Visiting Days, prospective student visits, and other ad-hoc enquiries (Approx 5% of time).

8. Attend meetings: Psychology Staff Meetings, Staff-Student Liaison Committee, Teaching Action Group, and Teaching Office (Approx 5% of time).
Planning and Organising

- Responsibility for own time management.
- Preparing, organising, and coordinating support sessions developing relevant materials.

Problem solving

Assist both students and tutors involved Psychology courses and provide support to both groups where necessary, including at student consultancy sessions and also in response to marking.

Decision Making

Deciding on appropriate content and materials for courses at various levels and how best to present this material to students and how it is best assessed.

Deciding on the best way to deal with both student and tutor queries, including when to approach other key School contacts for further support.

Key Relationships

- Undergraduate and Postgraduate students (and relevant Teaching Office Administrators)
- Other teaching colleagues within Psychology
- Head of Subject Area
- Teaching Directors
- Professional Services staff across the School
### Knowledge, Skills and Experience Needed For The Role

The successful applicant should have:

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>E1</strong> A postgraduate degree in Psychology or closely cognate field (certificate in hand or has successfully defended VIVA prior to appointment) with relevant post-graduate research and/or teaching experience, normally a PhD or equivalent.</td>
<td><strong>D1</strong> Experience in a similar or related role (e.g. involving curriculum design or teaching planning).</td>
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<td><strong>E2</strong> Experience of leading tutorial groups, and/or teaching teams, explaining concepts in a clear and understandable manner.</td>
<td><strong>D2</strong> Experience of management/training/supervision of others.</td>
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<td><strong>E3</strong> Experience of lecturing, and supervising student projects.</td>
<td><strong>D3</strong> Experience working with colleagues in wider University academic support services (e.g. Institute for Academic Development, Careers Office, International Office).</td>
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<td><strong>E4</strong> Experience of marking essays/reports.</td>
<td><strong>D4</strong> Prior experience of e-learning.</td>
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<td><strong>E5</strong> Ability to communicate effectively and clearly (both written and oral) to a variety of stakeholders (i.e. colleagues and students).</td>
<td><strong>D5</strong> Good understanding of the key principles of teaching and learning and assessment.</td>
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<td><strong>E6</strong> Proven organisational, time management and prioritisation skills, in relation to the personal workload, and the workload of others both with minimal supervision.</td>
<td><strong>D6</strong> Working knowledge of Euclid and Learn and other UoE systems.</td>
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<td><strong>E7</strong> Highly developed personal skills to deal confidently with tutors, students, and with University colleagues.</td>
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Established in 1906, Psychology at Edinburgh was one of the first departments of psychology in the UK. We currently have around 40 academic staff, 40 research staff, and 70 PhD students. The department enjoys a world-wide reputation for its research, covering a range of topics from the psychology of language to individual differences. Psychology at Edinburgh ranks 2nd in the UK and 20th in the world (Times Higher Education – World University Rankings 2018 by subject: psychology).

We are home to world-class research groups in human cognitive neuroscience, individual differences, psychology of language and developmental psychology. Psychology also houses the Centre for Cognitive Ageing and Cognitive Epidemiology (CCACE), which is an international leader in the field, and the Alzheimer Scotland Dementia Research Centre. In the Times Higher Education rankings of the Research Excellence Framework 2014, our research is placed 1st in Scotland as part of a joint submission for psychology, psychiatry and neuroscience.

We have excellent facilities for research and teaching, including a cognitive neuroscience facility with EEG/ERP, NIRS, TMS, eye and motion-tracking technologies, a developmental facility with infant eye-tracking capabilities, a psychometric test library, and general computing and experimental research facilities. Staff have access to the Welcome Trust Clinical Research Facility and the Scottish Brain Imaging Research Centre, as well as a large volunteer panel to assist the recruitment of normal adult subject samples.

Students from around the world study Psychology at Edinburgh, with 35% of our students coming from outside the UK from over 40 different countries. We have a well-established postgraduate programme, offering seven taught MSc programmes as well as PhD study. Undergraduate class sizes range from around 350 in first year (including a first year intake onto Psychology single and joint honours degree programmes of around 110 students), to more specialist third and fourth year classes of around 50 students. Small-group teaching is a feature throughout the curriculum, with students taught in groups of 6-15 by academic staff and postgraduate tutors. The Psychology student society, PsychSoc, runs a wide series of social and scientific events and also coordinates a PsychPALS scheme, in which first year students are mentored by older students.

Psychology’s unique role as part of the School of Philosophy, Psychology, and Language Sciences has fostered rich teaching and research collaborations in cognitive science, moral psychology, and the psychology of language. We have links across the University with world-class researchers in related disciplines such as business studies, economics, sociology, neuroscience, neuroinformatics, and genetics. We have extensive national and international collaborative links in all of these disciplines.

www.ppls.ed.ac.uk/psychology
The School comprises Philosophy, Psychology, and Language Sciences (Linguistics and English Language). We offer a rich and diverse learning and research environment for our staff and students, with close links between our three subject areas, alongside other world-class research areas within the University and beyond.

In all subject areas the School is recognised as world-leading, as shown in its excellent output across all areas in the 2014 Research Excellence Framework. In the latest Research Excellence Framework (REF 2014), our research environment is rated as 100% conducive to internationally excellent research across all subject areas.

All of the School’s subject areas consistently rank in the top 50 in the world.

- Linguistics ranks 5th in the world and 2nd in the UK (QS World University Rankings by Subject 2017).

- English Language is grouped with Literature in the QS World University Rankings by Subject 2017, where the University ranks 11th in the world and 3rd in the UK.

- Psychology ranks 20th in the world, and 2nd in the UK in the Times Higher Education World University Rankings 2018 by subject.

- Philosophy was covered in the Times Higher Education World University Rankings 2018 subject grouping ‘history, philosophy and theology’ where the University ranks 27th in the world and 5th in the UK.

The School is unique in offering outstanding opportunities for interdisciplinary teaching and in pioneering novel forms of research that reach across traditional boundaries. In 2016/17, the School welcomed nearly 2000 undergraduate and postgraduate students from around the world onto our diverse range of programmes.

The School has well established links with other areas of the University such Clinical Neuroscience, Medicine, Informatics and Edinburgh College of Art.

This large and diverse teaching portfolio is augmented by the breadth of our research portfolio, whereby we are able to secure large volumes and value of externally funded research grants. Our core income budget is circa £23m per annum.
There are over 150 academic staff within the School, and the breadth of expertise ranges from analytic philosophy and the study of English language, through theoretical and applied linguistics, philosophy of science and epistemology and experimental psychology, to cognitive neurosciences and genetic influences on human behaviour.

Alongside this, we have six research centres which further drive our research and help put our research into practice, connecting academia with industry, policy and the general public.

- Alzheimer Scotland Dementia Research Centre – dementia research centre in collaboration with Alzheimer Scotland.
- Angus McIntosh Centre for Historical Linguistics – research centre focused on historical linguistics and language change, centred on the history of English and Scots.
- Bilingualism Matters – a centre promoting bilingualism and language learning to the general public.
- The Centre for Cognitive Ageing and Cognitive Epidemiology (CCACE) – famous for its intelligence studies with the Lothian Birth Cohort.
- The Centre for Language Evolution – interdisciplinary centre focused on understanding the origins and evolution of language.
- EIDYN – Philosophy research centre focusing on epistemology, mind and normativity.

The School offers extensive professional service support for academics across a wider range of administrative operations, including:

- Dedicated undergraduate and postgraduate teaching offices.
- Research and knowledge exchange support team.
- A highly skilled and specialised IT team who provide support relating to learning technology, and extensive support and facilities for data collection and experimentation across cognitive science.

We are fully committed to recognising and supporting equality and diversity amongst our staff and students. In 2017 we were awarded an Athena SWAN Bronze award by the Equality Challenge Unit’s Athena SWAN charter in recognition of our efforts to promote a School culture of equality.
Dr Martin Corley
Head of Psychology

Dr Corley joined Edinburgh in 1995 following a PhD at Exeter. He became Head of Psychology in July 2016. Martin’s research focuses on the production and comprehension of human speech, using methods that range from ultrasound imaging of tongue movements to eye tracking and EEG. He currently teaches research methodology to MSc students, as well as contributing to undergraduate teaching.

Prof Wendy Johnson
Research Director

Professor Johnson has held a Chair in Differential Development since August 2015, having joined the department in 2007 from the University of Minnesota. Her research interests encompass intelligence, personality, health and aging, with a particular focus on lifespan development. Wendy is currently research director in Psychology, as well as teaching and tutoring on undergraduate and postgraduate courses.

Dr Tom Booth
Director of Teaching

Dr Booth has been a member of the department at Edinburgh since 2011, and is currently Senior Lecturer in Quantitative Research Methods. His research sits at the intersection of individual differences, health and organisational psychology. Tom has played a central role in the redesign of the methodology curriculum in PPLS. He teaches quantitative methods at all levels.

Prof Holly Branigan
Head of School

Professor Branigan joined the Psychology department at the University in 1999 after a BA in Language and Linguistic Science (York), an MSc and PhD in Cognitive Science (Edinburgh), and a British Academy Fellowship (Glasgow/Edinburgh). She has held a Personal Chair in Psychology of Language and Cognition since 2011. Her main areas of interest are language production and dialogue in monolingual and bilingual adults. More recently, she has also begun to carry out related research with typically and atypically developing children. Professor Branigan was made Deputy Head of School in February 2016.

Prof Matthew Chrisman
Deputy Head of School

Professor Matthew Chrisman joined the University in 2006 after completing his PhD at the University of North Carolina. He is the author of The Meaning of ‘Ought’ (Oxford 2016), and his research is focused on ethical theory, the philosophy of language, epistemology and political philosophy. He regularly teaches courses on morality & value, metaethics and environmental ethics.

Michael Murray
Director of professional Services

Michael Murray joined the School of PPLS from the University of Glasgow in June 2015 and has worked in higher education for over a decade. As Director of Professional Services, Michael leads the organisation, planning and management of the comprehensive range of support services within the School, and works closely with senior academic managers to support School planning, strategy and financial management.
The University

For more than four centuries, our people and their achievements have rewritten history time and again. They've explored space, revolutionised surgery, published era-defining books, paved the way for life-saving medical breakthroughs and introduced to the world many inventions, discoveries and ideas from penicillin to Dolly the sheep. We have believed that anything is possible, we still do.

The latest Research Excellence Framework highlighted our place at the forefront of international research. This adds to our international reputation for the quality of our teaching and our student experience excellence. The University is proud of its success with online teaching initiatives, with 2550 students currently studying its online distance learning postgraduate programmes, and a total to date of more than 2 million enrolments for Edinburgh Massive Open Online Courses (MOOCs).

As a member of staff, you will be part of one of the world’s leading universities, with 20 Schools spread over 3 Colleges that offer more than 1600 undergraduate and 600 postgraduate programmes to over 35,000 students each year. Professional services are critical to this success as well as our world-class teaching, research and student facilities. In fact, we are one of the top employers in Edinburgh, with over 13,000 people spread across a wide range of academic and supporting roles.

As a world-changing, world-leading university, we offer an exciting, positive, creative, challenging and rewarding place to work.

We give you support, nurture your talent, develop and reward success and integrate academic, professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation.

Pay, Benefits and Conditions

In addition to a competitive salary, our employees benefit from a competitive reward package and a wide range of staff benefits, which include:

- generous annual leave allowance
- defined benefits pension scheme
- staff discounts on a range of services
- on-campus nurseries

Access our staff benefits page for further information and use our reward calculator to find out the total value of pay and benefits provided.

Relocation

Edinburgh is one of the most diverse Universities in the UK, with staff and students from over 160 countries. Our Relocation Support website has been created to assist you, and your family, with settling into life in Edinburgh.

You can use the pages as a source of information but if you have any specific questions please contact relocation.support@ed.ac.uk
Edinburgh is a beautiful city that has something to offer everyone. Whether you prefer a quiet restaurant, a lively night out or something in between, you are bound to find it in Edinburgh. Regularly ranked as one of the “Best Place to Live in the UK”, Edinburgh has many strings to its bow.

**Culture and Entertainment**

Home to the largest arts festival in the world, The Edinburgh International Festival brings the month of August alive in the city where residents are spoilt with first class theatre, music, performance art and comedy all on their doorstep.

The abundance of galleries and museums such as The Museum of Scotland, Scottish National Gallery and Scottish National Portrait Gallery to name but a few, means that there is always opportunity to soak up some culture all year round.

For those who wish to feed their bellies as well as their minds, Edinburgh boasts the highest number of Michelin Starred restaurants in the Scotland, and has more restaurants per head of population than any other UK city outside of London.

The historic appeal of the Athens of the North has led it to become renowned for its monuments and attractions including the Scott Monument, National Monument on Calton Hill and of course the Edinburgh Castle itself; which dominates the city skyline, no more so than on Hogmanay with the world’s biggest street party and fireworks extravaganza to match!

**Transport and Districts**

Air Links - Several airlines fly to the Edinburgh from the principal European cities, and there are very frequent services from London. If booked well in advance, travel to Edinburgh by air can be cheap, particularly from London. For more information check the Edinburgh Airport website. Bus and tram connections operate 24/7 and with an average journey time of 25 30mins form the city centre.

Rail – Travelling to Edinburgh from other parts of the UK is generally easy by train and both Waverly and Haymarket train stations are centrally located, with support routes provided by the bus and tram networks.

Transport Around Edinburgh – Edinburgh has an excellent level of public transport provision compared to many cities in the UK. We have our own Transport and Parking Department here in the University of Edinburgh. They provide lots of advice on getting around the city plus details on staff parking facilities on campus.
Edinburgh Districts

Edinburgh is a highly sought after place to live. It’s beautiful city centre covers the Georgian splendour of the New Town, with its grand terraces, crescents, gardens, and upmarket shopping boutiques and bars, and the narrow closes, winding stairways, and historic charms of the Old Town. Nearby communities such as Morningside, Bruntsfield, Stockbridge and Newington remain in easy reach of the city centre as providing a local community feel.

Explore all of Edinburgh’s districts on our website.

Nurseries and Schools

Based at King's Buildings, The University’s Arcadia Nursery, designed around the concept of ‘free play’ by award winning architect Malcolm Fraser provides the perfect environment for children to blossom. There is however, no obligation to place your child in University’s nursery. There are many other childcare options in Edinburgh. The Edinburgh council website provides information about childcare across the City.

There are two main types of school in the UK, state and independent schools. State Schools make up the majority of schools and are funded by the government. There is no fee for your children to attend these schools. Independent schools require a fee for your child to study there, although there are bursaries available.

The school your child can attend is usually dictated by the area in which you live. You cannot apply for a school place until you have an address in the area (this is not the case for fee paying/independent schools). The council has ‘catchment areas’ for each school and have a duty to provide schooling for your child, but if your first choice school has no places left, they may have to recommend a school further away. As Edinburgh is our capital city, many of the schools fill up quickly. Some families consider living a commutable distance from the city in order to have a larger choice of schools. East Lothian and West Lothian Councils cover school areas a commutable distance from Edinburgh.

How to Apply

Apply online via our University of Edinburgh Vacancy pages

- [https://www.vacancies.ed.ac.uk](https://www.vacancies.ed.ac.uk)
- Find this job using the unique Reference Number 048529
- Complete the online application form as set out
- There is also space to upload a CV and another supporting document that you may wish the panel to consider

Any questions?

If you have any questions about your application or the recruitment process please contact ppls.hr@ed.ac.uk.