

Course Co-ordinator for Masters (MPhil/MEd) Course in Politics, Development and Democratic Education (0.4 fte)

The University of Cambridge

The University of Cambridge is one of the oldest universities in the world and one of the largest in the United Kingdom. Its reputation for outstanding academic achievement is known world-wide and reflects the intellectual achievement of its students, as well as the outstanding original research carried out by the staff of the University and the Colleges.

The Faculty of Education

The Faculty of Education at the University of Cambridge is committed to the highest standards of research and teaching and is a significant contributor to the improvement of educational policy and practice in partnership with schools, colleges and other educational agencies both in the UK and internationally.

The Faculty is one of the largest groups of educational researchers and teacher educators in the country. Currently, the Faculty has an academic staff of nine professors, five readers and some 50 lecturers/senior lecturers, over 60 research and teaching staff and 50 assistant staff in support of teaching, research, outreach projects, finance, library, IT, audio-visual, buildings, etc.

The Faculty has a diverse research profile, currently with annual grant expenditure of over £2.5 million, from a range of sponsors including the Research Councils and a wide range of government departments and national agencies active in Education. The Faculty has a varied teaching programme with full- and part-time courses for over 1600 postgraduate and undergraduate students undertaking a range of qualifications; PhD, EdD, MPhil, MEd, Advanced Certificate and Diplomas, BA in Education Studies. Further information about the Faculty is available at www.educ.cam.ac.uk

The Faculty has five Academic Groups. Information about the groups is available at <http://www.educ.cam.ac.uk/research/academicgroups/pedagogy>. It is anticipated that the successful candidate will become a member of the Education, Equality and Development Academic Group, which is currently chaired by Professor Diane Reay, but membership of another Academic Group might be negotiable.

Responsibilities of the post

The successful applicant will be required to co-ordinate the Faculty's popular interdisciplinary M.Phil./M.Ed. course in Politics, Development and Democratic Education. The Course Co-ordinator has responsibility for the planning, day-to-day management, and development of this established course.

The duties of the Course Co-ordinator are to:

- convene and chair regular meetings of the PDDE teaching team, and maintain effective communication with the course's supervisory team;

- attend relevant Faculty committees;
- take a lead role in course publicity and website development;
- oversee the student admissions process;
- oversee and advise students on their progress through the course;
- take responsibility for the production of the course timetable, handbook, marking grids, evaluation responses, and other course documentation;
- contribute to teaching, supervision, assessment and examination across the course.

The successful applicant will also be expected to offer teaching contributions across other courses within the Faculty.

Person Specification

Essential qualities include:

- A strong first degree in a relevant subject;
- an active research agenda in Education or a related field;
- a completed PhD in a field relevant to the post;
- successful experience of teaching at graduate level in a relevant discipline;
- organizational and communication skills appropriate for a course co-ordination role.

Appointment to this post is subject to an enhanced CRB disclosure.

The vacancy

The appointment is available immediately and will run until 31 December 2012, and the postholder will have access to an office space at the Faculty of Education.

Salary

The appointment will be made at a fixed point on the scale, £30,122 *per annum pro rata* for a 0.4 fte post.

Hours of Work

No fixed pattern of hours for attendance are laid down for this 0.4 fte post as working hours are arranged in consultation to fit the nature of the work. The General Board expects the average full-time working week to be in the region of 37-40 hours a week.

Applications

Applications, comprising an application cover sheet (CHRIS/6) giving the names and addresses of three referees, a full *Curriculum Vitae*, and a covering letter, should be sent **by post** to Pauline Mason, University of Cambridge Faculty of Education, 184 Hills Road, Cambridge CB2 8PQ to arrive on or before the closing date of **24 February 2012**.

Regrettably, we are unable to acknowledge receipt of your application unless you enclose a stamped, self-addressed postcard/envelope.

Informal enquiries can be addressed to the Chair of the Education, Equality and Development Academic Group, Professor Diane Reay (dr311@cam.ac.uk).

Further information about the Faculty of Education is available at www.educ.cam.ac.uk

Equal Opportunities Information

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

Information if you have a Disability

The University welcomes applications from individuals with disabilities. Our recruitment and selection procedures follow best practice and comply with disability legislation.

The University is committed to ensuring that applicants with disabilities receive fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss with or inform the University of any special arrangements connected with their disability can, at any point in the recruitment process, contact, Pauline Mason, who is responsible for recruitment to this position, by email on pam26@cam.ac.uk

For additional guidance and information, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.

Proof of right to work

The University has a legal responsibility to ensure that all employees are eligible to live and work in the UK. Therefore, before you commence work, the University must confirm your eligibility to live and work in the UK. To confirm eligibility you will be asked to bring certain original documents to your interview and a copy will be taken. All offers of employment are made subject to verification of eligibility to work in the UK.