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| **Job Description** |  |

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| Job Title: | Part time Lecturer - Associate Lecturer |
| School: |  |
| Grade: | Hourly paid |
| Responsible to: | Head of School |
| Job PurposeTo deliver specific modules within the School on a part time basis, under the supervision of the module leader. |
| Main Duties and Responsibilities:1. Delivery of the teaching, learning and assessment for the module specified in the contract, under the tutorage and instructions of the specified module leader.
2. To produce teaching materials for the contracted module(s), or to adapt teaching materials supplied for the module by the University.
3. To set and mark assessment for the contracted module(s) in collaboration with the relevant module leader at UCLan Cyprus and the relevant academic staff at UCLan in the UK.
4. To provide written feedback to students in a timely manner.
5. To undertake administrative duties relevant to modules (such as module handbook, teaching and assignment materials, module attendance and class registers, assessment records) under the tutorage of the module leader.
6. To adhere to quality assurance systems and the academic regulations of the University
7. To engage in the end of year module review process
8. To attend the module board for the contracted module to present the results.
9. To undertake any staff development or activities related to the delivery of the contracted module required by the University.
10. To undertake any other duties relevant to the School’s activities relating to the above teaching duties and commensurate with the level of the post, as directed by the Head of School.
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| **Sign:** |  |
| **Date:** |  |

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| **Person Specification** |  |

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| **Attributes** | **Essential** | **Desirable** | **Measured by:** |
| Work Experience | Experience of higher education or professional experience relevant to the area for taught delivery | Experience of teaching in a higher education environment | Application form, interview |
| Education / Qualifications | Masters degree in relevant area or Postgraduate qualification or relevant professional qualification or industry experience in relevant area (e.g. ACCA, Solicitor or Barrister)  | PhD or PhD candidateFormal teaching qualification (such as PG Cert in Learning and Teaching in Higher Education) or Fellow of the Higher Education Academy, or equivalent | Application form |
| Skills / Abilities | Flexible and innovative approach to teaching and learning Ability to work on own initiative as well part of teamIT literate with knowledge of Microsoft Power Point, Excel and WordWillingness to enrol on and achieve a recognised teaching qualification (SD1 or SD2 of the HEA) as part of staff developmentFluency in the written and spoken English language | Knowledge of UK and Cypriot current higher education and practicesHigh level of IT skills in context of e-learning, including Blackboard or equivalent. | Application form, interview and presentation |
| Personal Details | Excellent presentation and communication skillsCommitment to the University’s Mission Statement | Active member of relevant professional body as appropriate | Application form, interview |

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| **Print name:** |  |
| **Signed:** |  |
| **Date:** |  |