

Job Description

Job Title:	Part time Lecturer - Associate Lecturer
School:	
Grade:	Hourly paid
Responsible to:	Head of School
<p>Job Purpose</p> <p>To deliver specific modules within the School on a part time basis, under the supervision of the module leader.</p>	
<p>Main Duties and Responsibilities:</p> <ol style="list-style-type: none"> 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. 	

Print name:	
Sign:	
Date:	

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 candidate Formal 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 team IT literate with knowledge of Microsoft Power Point, Excel and Word Willingness to enrol on and achieve a recognised teaching qualification (SD1 or SD2 of the HEA) as part of staff development Fluency in the written and spoken English language	Knowledge of UK and Cypriot current higher education and practices High level of IT skills in context of e-learning, including Blackboard or equivalent.	Application form, interview and presentation
Personal Details	Excellent presentation and communication skills	Active member of relevant professional body as appropriate	Application form, interview

	Commitment to the University's Mission Statement		
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Print name:	
Signed:	
Date:	

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