

Job Description

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| Job Title: | Special Teaching Staff – Part time |
| School: | |
| Grade: | Special Teaching Staff |
| Annual Gross Salary: | 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. | |

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| Name: | |
| Date: | |
| Signature : | |