

Job Description

Job Title:	Seamstress / Sewing Technician (Full-Time)
School:	School of Arts, Media and Communication
Grade:	Full-time
Annual Gross Salary	€17000
Responsible to:	Head of School
Job Purpose:	
Hands-on teaching of sewing techniques with technical workshop support, ensuring students develop strong garment construction skills in a structured and professional studio environment.	
Main Duties and Responsibilities:	
<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:	
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Sign:	
Date:	