

## JOB DESCRIPTION

Position Title	Lecturer - Mathematics
Department	Centre for Foundation and General Studies
Division	Academic Affairs
Reporting To (Immediate Superior)	Programme Coordinator
No. of Subordinates / Positions	N/A

### STRATEGIC ROLE

The incumbent will create a supportive learning environment which will help students meet their learning goals. Possess the ability to design and deliver course materials as well as experience and demonstrated success in teaching mathematics including identifying current areas for revision and improvement.

### KEY RESPONSIBILITIES

1.	Deliver high quality teaching and learning to a timetable including face to face teaching and on line delivery and provide and assessment opportunities in line with MQA requirements.
2.	Prepare and adapt teaching materials including hand outs, assignments, booklists and assessment papers, to enable students to progress.
3.	Prepare Schemes of Work and Schemes of Assessment including moderation / assessment and verification
4.	Undertake the necessary administrative tasks required for the effective operation of programmes in the area.
5.	Interview and assess students, ensuring appropriate Individual Learning Plans are developed for all students.
6.	Undertake tutorial responsibilities including reviewing student progress and maintain student records.
7.	Participate in team meetings and course team reviews and evaluation, curriculum development and new course initiatives and complete all administrative tasks in a timely manner.
8.	Advise on resource requirements for effective implementation of programmes and undertake course leadership responsibilities and duties, as allocated.
9.	Liaise with external awarding bodies representatives such as External Examiners / moderators.

KEY RESPONSIBILITIES	
10.	Assume other responsibilities assigned by the Manager and/or Head of Department and/or Deputy Vice-Chancellor Academic Affairs from time to time.

JOB REQUIREMENT	
Minimum Qualification	Bachelor's degree in Mathematics and education.
Experience Required	Minimum of 2 years' experience in a teaching role.
Preferred Industry Exposures	Excellent in teaching mathematics with highly motivated teaching skills relevant to the curriculum.
Special Skill Required	<ul style="list-style-type: none"> <li>• The ability to compile lesson plans efficiently.</li> <li>• The ability to execute lessons with meaning and engaging manner.</li> <li>• Computer Skills.</li> </ul>
Accountability	Director of Centre for Foundation and General Studies