

**Faculty of Computing Science**

**LECTURER in Computing Science**

**ROLES AND RESPONSIBILITIES**

.

**JOB TITLE:** Lecturer in The Faculty of Computing Science

**REPORTING TO:** Head of Faculty of Computing Science

HOURS OF WORK: 9.00 am – 5.30 pm Monday – Friday

Additional hours as may be required.

The lecturer is primarily responsible for the delivery and assessment of assigned modules and is expected to play a very active role in the academic direction of modules and programmes including teaching, learning, assessment and administration.

The role also includes administrative responsibilities assigned by the Head of Faculty and includes Year Head duties with responsibility for the smooth running of a specific stage within an academic programme. The primary role of the Year Head is to facilitate:

* The smooth delivery of programmes
* Better communication among the Faculty members, both full and part time
* Better communication between the Faculty and learners
* Resolution to problems raised by learners and/or lecturers
* Feedback for academic support and development

**Main responsibilities for position are to:**

* Deliver assigned modules in the field of computing science
* Work proactively in improving existing modules and provide feedback and guidance to the Programme Director.
* Engage with Year Heads and Programme Directors on a regular basis and address concerns in a timely manner.
* Carry out assessment, monitoring and evaluation of examination and coursework, and provide academic guidance and consultative support to the learners
* Provide assistance to learners as required in a timely manner.
* Participate in internal departmental meetings as required.

# Programme Content

* Manage the delivery and development of course syllabi as prescribed by the approved programme documents and guided by the Programme Director
* Formally review modules at the end of semester / academic year and provide feedback to the Programme Director
* Participate in the development, implementation and maintenance of academic quality assurance policies
* Participate in activities related to the development of the Faculty’s programmes
* Maintain the academic integrity of the computing courses.
* Liaise with lecturer counterparts day/evening/GC centres etc as suggested by the programme director

# Teaching

* Deliver such assigned lectures/tutorials as deemed appropriate by the Head of Faculty, day/evening/blended
* For each module you are teaching, you are required to correct all assignments and examination scripts submitted.
* Meet with students to discuss progress and performance, problems, etc
* Review student queries regarding coursework, exams, grades, etc

# Administration & Marketing

* Participate in the administration activities in the faculty as assigned by the Head of Faculty
* Attend and contribute faculty’s administration meetings
* Work with the faculty administrators and undertake necessary admin checks while submitting students’ work
* Participate in Open Evenings and other College promotional events as required by the Head of Faculty
* Provide annual programme review input to the Programme Director and Head of Faculty
* Participate in Open Evenings and other College promotional events.

# Person Specification

Overall the successful candidates will be expected to make a significant contribution to the teaching profile of the College and:

* Possess a Level 9 postgraduate qualification in Computing Science
* Be highly organised with meticulous attention to detail.
* Have excellent interpersonal, written and verbal communication skills.
* Be committed to educational quality and customer service.
* Willing to work effectively as part of an integrated team in the Computing Faculty
* Hold a Teaching and Learning qualification, if not, the applicant will be required to undertake the College’s level 9 Training & Education programme on appointment.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.