

JOB DESCRIPTION

Job Title:	Hourly Paid Lecturer in Engineering	Grade:	AC2
Department:	Engineering	Date of Job Evaluation:	September 2021
Role reports to:	Portfolio Lead		
Direct Reports	N/A		
Indirect Reports:	Head of Engineering		
Other Key contacts:	Engineering teaching staff		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

Teach, assess and support students on Engineering courses as agreed.

KEY ACCOUNTABILITIES:

Team Specific:

- Plan and teach contracted and timetabled hours as agreed with Programme leader including designing lessons according to the Module Outline. Teaching preparations should be done outside of teaching time.
- Class notes and extension activities should be processed in word-processed format; materials should be uploaded timely onto Moodle as required by Programme Leader and module team.
- Set, mark, moderate and give high quality feedback on students' work. Discuss students' work with Programme / Module Leader as requested.
- Monitor student progress and develop strategies to support any students who are causing concern as early as possible; pass this information to Module Leader as soon as possible, seek advice where necessary.
- Conduct seminar / lecture sessions with students as indicated in Module Outline
- Liaise with teaching team and reply promptly to emails relating to issues affecting students. Respond promptly to Programme / Module Leader if there are issues identified with any aspect of the Module. Work collaboratively with a supportive and flexible outlook.
- Work collaboratively with teaching team to discuss Module content and to agree adaptations to teaching objectives and content for the following week.
- Keep attendance registers and other student records as required up-to-date. Liaise with teaching team in order to meet all administrative targets at the end of modules when submitting results.
- Produce lesson plan and teaching material as required by Module Leader.

Managing Self:

- Attend compulsory teacher induction (Week 1).

Core Requirements:

- Adhere to and promote the University's policies on Equality and Diversity and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

- Attend all staff meetings and timetabled events as requested by the Module Leader
- Annual leave cannot be taken during the period of employment. Holiday pay is included in the salary quoted.

KEY PERFORMANCE INDICATORS:

N/A

KEY RELATIONSHIPS (Internal & External):

- Programme and Module Leaders
- Head of Engineering
- School of Engineering Administrators
- Fellow members of Engineering teaching team
- Staff at Greenwich University

PERSON SPECIFICATION

Essential	Desirable
Experience <ul style="list-style-type: none"> • Experience of teaching an engineering-based subjects Skills <ul style="list-style-type: none"> • A high level of competence in designing teaching material to meet 	Experience <ul style="list-style-type: none"> • Industrial experience in a suitable area of engineering Skills <ul style="list-style-type: none"> • N/A

<p>the needs of students within specific syllabus constraints</p> <ul style="list-style-type: none"> • Ability to meet differing academic or pastoral needs of students in multi-level classes • Ability to provide useful and timely feedback and feed-forward to students; which enables them to develop their skills • Ability to produce work of a high quality to tight deadlines: excellent time management skills and emotional resilience • IT literacy: Ability to perform routine electronic tasks of a high quality (Word, Excel, Outlook, uploading material onto Moodle or similar VLE) • Ability to work independently and ability to work flexibly and collaboratively in a team <p>Qualifications</p> <ul style="list-style-type: none"> • First degree in Engineering or related subject • Professional Qualification or Postgraduate degree in Engineering <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Qualifications</p> <ul style="list-style-type: none"> • PhD in Engineering related subject <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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