**Job Description**

**Faculty/Directorate**: (As Appropriate)

**Department**: (As Appropriate)

**Title of post**: Lecturer in ………………….

**Grade of post**: Lecturer/Senior Lecturer

**Post number**:

**FT or % P/T**: (As Appropriate)

**Principal location of work**: (As Appropriate)

**Immediate line manager**: (As Appropriate)

**Staff managed**: (As Appropriate)

**Qualifications required for post**: (As Appropriate)

**Experience required for post**: (As Appropriate)

**Overall purpose of post**: To undertake academic and academic related responsibilities

**Main duties:**

1. To teach students using appropriate instruction methods such as lectures, tutorials, seminars and other formal pedagogic work.
2. To supervise students projects and dissertations.
3. To supervise students engaged on higher degree work by research.
4. To mark and assess students work, and to invigilate.
5. To undertake relevant personal research and other forms of scholarly activity.
6. To undertake curriculum development work including identification of consumer requirements, planning, development and evaluation of courses and course materials and supervise course provision.
7. To care for the pastoral needs of students including counselling, welfare and guidance.
8. To manage and administer education processes including the administration and management of education and training programmes, and publicity and public relations work.

9. To participate in the administrative processes of the institution including committee membership, quality assurance procedures, recruitment and admission of students.

10. To undertake income generating activities.

11. To represent the institution on or to appropriate external bodies.

12. To participate in staff development and appraisal processes and in service training.

13. To undertake such other duties as may reasonably be required by the University having regard to the general principles used in the above descriptions.