

JOB DESCRIPTION

Job Title: Job Contractor to deliver lecture
Campus: Mauritius
Contract Terms: Part-time contract
Local terms and conditions apply
Line Manager: Academic Head
Employer: Middlesex University Mauritius

Overall Purpose:

To work collaboratively as part of a team of academic, technical and administrative colleagues to facilitate learning in the University to the highest quality through teaching, administration and academic advisory work and ensure an outstanding student learning experience.

Principal Duties:

The balance of duties may vary over time.

Teaching and Learning

To contribute to learning, teaching, assessment and ongoing curriculum development by involvement as part of a team through:

- the design, preparation and development of module teaching materials;
- the provision of high quality teaching, assessment and support for students' learning on designated modules at all levels;
- the delivery of modules through lectures, seminars, workshops, tutorials and other learning situations;
- assessing modules and preparing and providing feedback;
- participating in the quality enhancement of learning, teaching and assessment activities within the framework of the University's quality enhancement processes and assessment regulations;
- liaise closely with teaching, technical and administrative staff as appropriate to ensure a quality teaching and learning environment;
- invigilation, assessment administration and attending assessment boards;
- adopting a reflective approach towards the development of own practice;
- giving effective advice, guidance and feedback to students to support their academic progress and referring students to support services as appropriate;
- the management of own teaching and administrative activities.

Academic Advice

To give advice and guidance to students to support their academic progress through the University. This entails acquiring a broad understanding of the philosophy and operation of the academic structure, detailed understanding of the assessment regulations and procedures and curriculum design principles.

Curriculum Development

- Contribute to and assist in curriculum development and in reviewing and reforming modules, subjects and programmes with Schools.

Administration

- To liaise with and assist others in the administration and management of modules, programmes and other learning activities.
- To contribute to the administration of the academic programme at campus level. This may include undertaking tasks associated with student recruitment, open days, induction and programme planning; involvement in assessment boards, course development teams etc.
- To assume a designated leadership role in the relevant academic area as required. This may include the role of Module Co-ordinator and/or Programme Co-ordinator.
- To undertake personal administrative work, this includes use of University data management and communication systems.

Research and Scholarship

- To supervise and advise students' scholarship and research activities.
- To keep abreast of the post holder's subject area.
- To undertake continuous professional development and participate in staff development and training activities to update and enhance skills.

General Functions

- To participate in University relevant activities.
- To attend meetings and committees as appropriate/as requested by the Head of Campus
- Undertake such duties as may be reasonably be requested by the Head of Campus.

Flexibility

Please note that, given the need for flexibility in order to meet changing requirements, the duties/location of this post and the role of the post holder may be changed after consultation.

Working Environment

The University has a No Smoking policy.

The University is working towards Equality of Opportunity.

PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
1 Qualifications / Education	<ul style="list-style-type: none"> • A discipline relevant Masters Degree 	<ul style="list-style-type: none"> • Recognised teaching qualification
2 Experience	<ul style="list-style-type: none"> • Experience in teaching at this level and in this subject area • Experience in using a range of learning, teaching and assessment strategies/methods 	<ul style="list-style-type: none"> • Evidence of production of materials • Relevant experience in business, industry or commerce • Consultancy and/or industrial links with relevant businesses, organisations and educational institutions
3 Skills	<ul style="list-style-type: none"> • Expertise and proven teaching skills • Excellent written and spoken English • Excellent interpersonal and communication skills • Ability to provide academic advice to students 	<ul style="list-style-type: none"> • Capable of teaching a range of subjects associated with the core discipline • Ability to motivate students to become autonomous learners
4 Knowledge	<ul style="list-style-type: none"> • Current practice in HE teaching • Current developments in the subject area 	<ul style="list-style-type: none"> • A good understanding of the essential qualities of British higher education (including quality assurance requirements) • Mauritius educational culture and regulatory framework • Mauritius teaching experience
5 Personal Qualities	<ul style="list-style-type: none"> • Ability to liaise and communicate effectively with colleagues to ensure quality teaching • Good communication with and care for students • Excellent time and project manager • Being a good team player • Commitment to equal opportunities 	<ul style="list-style-type: none"> • Willingness to contribute to aligned teaching areas outside main subject area
6 Other	<ul style="list-style-type: none"> • Commitment to personal staff development • Flexible approach to the needs of colleagues and requirements of the University 	<ul style="list-style-type: none"> • Commitment to various activities of the University, staff and students