

<p><b>City University College</b> In partnership with</p> <hr/> 	<b>HUMAN RESOURCES</b>	
	<b>POSITION DESCRIPTION</b>	
	<b>ALL STAFF</b>	Page 1 of 3

<b>Position Title</b>	<b>Senior Lecturer – English and Foundation Studies</b>	<b>Job Grade</b>	
<b>Department</b>	Academic	<b>Reports to</b>	Dean of Academic Affairs
<b>Office Location</b>	Barwa Commercial Avenue, Building 39	<b>Visa Status</b>	
		<b>Hours of Work</b>	40 hours per week, Sunday to Thursday

<b>Job Purpose</b>
<p>City University College (CUC) has a vision <i>‘to be a world class institution of higher education that supports the Qatar National Vision 2030 and nurtures creativity, entrepreneurship &amp; research for the holistic development of our students’</i>.</p> <p>CUC has a set of 6 core values, which all employees are expected to demonstrate and promote:</p> <p>Everyone recognises that they are all <i>individually accountable</i> but <i>collectively responsible</i> for the success of CUC and its students. As such:</p> <ol style="list-style-type: none"> <li>1. We always place learning and the learner first</li> <li>2. We recognise, deliver and reward excellence</li> <li>3. We encourage and value creativity and innovation</li> <li>4. We respect and support each other</li> <li>5. We challenge, inspire and motivate</li> <li>6. We always deliver the very best we can</li> </ol> <p>As Senior Lecturer of English and Foundation Studies, you will:</p> <ul style="list-style-type: none"> <li>• Ensure the effective and efficient delivery of teaching programmes by providing high quality teaching and access to learning.</li> <li>• Contribute to course design, development and quality review.</li> <li>• Share best practice and ideas for improvement in identified areas.</li> </ul>

<b>Key Relationships</b>
<ul style="list-style-type: none"> <li>• Internal: CUC academic and support staff; Artan Group employees in general.</li> <li>• External: Ulster University UK; students; parents; guardians; families, etc.</li> </ul>

<b>Duties and Responsibilities</b>
<p><b>In the role of Senior Lecturer of English and Foundation Studies, you will:</b></p> <ul style="list-style-type: none"> <li>• Undertake teaching activities in the curriculum area, ensuring high quality of provision, in response to learners’ needs and in line with professional teaching standards.</li> <li>• Be responsible to the Dean of Academic Affairs for an agreed teaching programme in English and for the Foundation Programme and other related areas.</li> </ul>

<p><b>City University College</b> In partnership with</p> <hr/> 	<b>HUMAN RESOURCES</b>	
	<b>POSITION DESCRIPTION</b>	
	<b>ALL STAFF</b>	Page 2 of 3

- Teach English programmes, but may be required to teach on any other course offered by the University for which the post holder is appropriately qualified.
- Work collaboratively and innovatively with managers and colleagues to design, develop, manage and review programmes in the curriculum area.
- Develop course materials, schemes of work, group profiles etc. as required and make these available prior to course starting dates through the University's shared information systems.
- Deliver academic tutorials to provide students with feedback on progress and formative guidance on how to improve performance to assure success.
- Maintain records of work and student attendance, progress and assessment in accordance with approved procedures and provide them as requested by the Student Services Department, Dean of Academic Affairs and the Principal.
- Undertake assessment and internal verification activities in accordance with the requirements of the relevant qualifications' awarding bodies and the University's internal quality assurance procedures.
- Undertake professional development including research activities as directed by the Dean of Academic Affairs.
- Keep up to date with research in own field and participate in University research programmes.
- Ensure all Health and Safety procedures are followed and assist in the maintenance of high standards of health and safety throughout the University.
- Contribute fully to the co-ordination, development, promotion and delivery of the range of courses offered by CUC as required and promote, manage and develop appropriate short courses as led by market forces or local/national needs.
- Participate in the promotion of courses including marketing events, dealing with course enquiries and recruitment to courses, etc.
- Assist in finding and monitoring work experience placements and in liaising with employers and the University to provide quality links, as required.
- Assist in ensuring that expected standards of students' behaviour are adhered to.
- Participate in/arrange approved student visits, trips etc. as and when required in accordance with CUC procedures.
- Attend staff meetings, meetings with moderators/verifiers, parents' evenings, industry updating/staff development and training events etc. as required by the Dean of Academic Affairs.
- Ensure Information Learning Technology (ILT) is a driving force to create an efficient and effective working and learning environment.
- Regularly evaluate course inputs through course teams, staff development and student feedback.
- In accordance with CUC's quality procedures, implement and monitor the self-assessment process and ensure continuous quality improvement of standards of performance in teaching and learning.
- Participate in CUC's appraisal and review process.
- Work in accordance with the CUC's Equality and Diversity Policy at all times.
- Undertake other duties as may be determined from time to time within the general scope of the post.

#### Skills

- The ability to communicate with senior education professionals.
- The ability to build and maintain effective teacher/learner relationships with students.
- A highly developed understanding of the demands of maintaining good cross-cultural interpersonal relationships.
- High-level of communication and presentation skills.

<p><b>City University College</b> In partnership with</p> <hr/> 	<b>HUMAN RESOURCES</b>	
	<b>POSITION DESCRIPTION</b>	
	<b>ALL STAFF</b>	Page 3 of 3

- An effective team player.

**Qualifications**

**Essential:**

- A Master’s degree level or above in English discipline, or other related field, from a recognised university.
- Native speaker of English or, if not, have current IELTS 7.5 Academic certification.

**Desirable:**

- A Doctorate or PhD qualification.

**Experience**

- Prior working knowledge of BTEC programs offered by Pearson.
- Proven experience of teaching UK RQF Levels 4-7 in a higher education institution.
- Prior work experience in the GCC or in a UK-style HE college environment would be desirable.
- Proven work experience in a UK, Western European, Australian, New Zealand, South African or Canadian higher education college/university, working at the same level.
- Senior Lecturer positions require experience of successful performance in posts of increasing responsibility involving supervision of teaching staff and/or curriculum management for a minimum of four years.
- Senior Lecturers must have demonstrable ability to prepare and oversee implementation of programme development plans, and assess colleagues’ work.