

JOB DESCRIPTION FOR ENGLISH LECTURER

Title:	Lecturer/Asst. Lecturer
Department:	English
Reports to:	Subject Coordinator
Grade:	Lecturer/ Asst. Lecturer
Job Nature:	Contract for one semester (can be extended)
Main purpose of the job:	Teaching, Research & Assessment of student works

KEY DUTIES AND RESPONSIBILITIES:

1. Plan, teach and assess BA level in areas that include Academic skills, Literature, Professional Communication, Critical reading and Debate
2. Provide students with opportunities (inside and outside of class) to improve their confidence in using the English language in formal and academic settings, and practice their language and study skills
3. Supervise, monitor and assist the undergraduate students
4. Participate in the development, administration and marking of exams and other assessments
5. Contribute to the development, planning and implementation of a high quality curriculum
6. Develop learning materials, prepare schemes of work and maintain proper records of student progress, achievement and attendance
7. Participate in the institute activities such as seminars, meetings, workshops and also organize new activities.

PERSON SPECIFICATION

The person is expected to have the skills and experiences listed below

1. Knowledge
 - a. Essential: strong command in English language/literature
 - b. Desirable: knowledge in Academic Skills
2. Skills
 - a. Essential: Planning, teaching and assessment in areas that include English for Academic Purposes (EAP), Literature, Professional Communication, Critical Theory, and Debate, very good interpersonal skills, oral and written communication skills, development of teaching aids and support materials
 - b. Desirable: Good in co-curricular activities including games.

3. Qualification

- a. Essential: BA in English
- b. Desirable: MA in English

4. Personal Qualities

Essential: Creative, innovative, positive outlook, willingness to work collaboratively with colleagues and students of all cultures and background, commitment to high quality teaching and fostering positive learning environment for students, commitment to continuous professional development, ability to work