**BRITISH UNIVERSITY OF BAHRAIN**
SEEK KNOWLEDGE

# JOB DESCRIPTION

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**Role Title: Lecturer in Applied Mathematics**

**Reports to: Dean of College**

**Grade: 7 (plus benefits)**

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## Purpose of the role

To develop and deliver high-quality teaching material across a range of modules or short programmes. To contribute to the planning, design and development of programmes. To engage in scholarly activity and research as appropriate to the role. To undertake programme management responsibilities as agreed

## Key Accountabilities or Duties

**Teaching and Learning**

- Contribute to the planning, design and development of course, curriculum and assessment materials, in collaboration with colleagues from the University of Salford.

- Design and deliver teaching materials across a range of modules.

- Support students with Specialist Education Needs and/or those who require additional Mathematics support across all levels in the University.

- Identify areas where current provision is in need of revision or enhancement.

- Set, mark and assess work and examinations in accordance with BUB and/or University of Salford regulations and protocols and provide timely, written feedback to students.

- Supervise student projects.

- Act as personal tutor to a group of students

**Leadership, Management and Engagement**

- Take a lead in own area of expertise, act as mentor for less experienced colleagues.

- To engage with and participate in the University's appraisal process as reviewer and/or reviewee, as appropriate.

- Lead and co-ordinate the work of other staff to ensure module, programme, enterprise or research project is delivered to the standards required.

- Co-ordinate colleagues to ensure student needs and expectations are met; act as leader of module or programme, or of significant sections of a programme.

- Support colleagues with less experience and advise on personal development; train/advise on own area of expertise where appropriate; coach and support colleagues in developing research.

## Person Specification

### 1. Qualifications

|   | The successful candidate should have: | Essential/ Desirable | Tested by* A, I, P |
|---|---|---|---|
| 1 | Educated to first degree level, in relevant Mathematical subject area | Essential | A |
| 2 | Educated to master's level | Desirable | A |
| 3 | Qualification in Teaching in Higher Education/Secondary Education | Desirable | A |

## 2. Background & Experience

|  | The successful candidate should have: | Essential/ Desirable | Tested by* A, I, P |
|---|---|---|---|
| 4 | Experience of teaching Mathematics to a range of abilities | Essential | A |
| 5 | Experience of creating and developing lesson resources | Essential | A/I |
| 6 | Experience of curriculum development and assessment design | Desirable | A/I |
| 7 | Experience of teaching online and use of virtual learning environments. | Desirable | A/I |

## 3. Skills & Competencies

|  | The successful candidate should demonstrate: | Essential/ Desirable | Tested by* A, I, P |
|---|---|---|---|
| 8 | Excellent communication, interpersonal and team-working skills. | Essential | A/I/P |
| 9 | A commitment to personal and professional development. | Essential | A/I |
| 10 | The ability to motivate, coach and support students and have knowledge of individual learning styles and developmental needs. | Essential | A/I |
| 11 | Ability to use IT and relevant software packages in the support of teaching and learning. | Essential | A/I |
| 12 | Administrative precision and successful record of working to deadlines. | Essential | A/I |
| 13 | Excellent communication skills in English | Essential | A/I/P |

*Note: A = Application form, I = Interview, P = Presentation*

*Details of any assessments required will be provided in the invitation to interview letter.*

## Candidate Guidance

In order to fully meet the essential criteria, candidates must show clear evidence of how they meet the criteria. Simply stating that you have a skill or experience in an area is not sufficient, you must provide a clear example to show how you have met each of the criterion you address**.