



Schedule B

JOB DESCRIPTION

Role Title: Arabic Lecturer (for Arabic & Non-Arabic Speakers)

Reports to: Dean of College

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

- Design teaching material and deliver either across a range of modules or within a subject area.
- Supervise student projects, including, where appropriate, PGT, field trips and placements.
- Identify areas where current provision is in need of revision or enhancement.
- Contribute to the planning, design and development of course and curriculum objectives and material, in collaboration with colleagues from the University of Salford.
- Set, mark and assess work and examinations in accordance with University of Salford regulations and protocols and provide feedback to students.
- Act as personal tutor to a group of students.

Research

- Undertake individual or collaborative research projects of relevance to the School/University.
- Extend, transform and apply knowledge acquired from scholarship to learning, research and appropriate external activities.
- Identify, as appropriate to role, external sources of funding and develop or contribute to funding bids – research, knowledge transfer and engagement grant applications.

- Publish and/or make presentations at conferences or exhibit work in other appropriate events, participating in dissemination and engagement activities to contribute to knowledge base of area of expertise, maximise policy, media industrial or community impact of research.

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 PDR 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.
- Plan, co-ordinate and implement research programmes or engagement projects; organisation of external activities such as student projects, field trips and industrial placements; manage or monitor research or engagement budgets and ensure effective use of resource; organise administrative duties.
- 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.
- Collaborate with external organisations such as industry, public sector, charity and local community groups.