

## **Job Description**

### **Lecturer: Film & Media**

Job Title:	Lecturer: Film & Media
Section:	HND
Grade:	
Reporting to:	Director : Zulfiqar Choudhry
Base:	Raindance Film School - Dubai

### **BACKGROUND**

The post of lecturer involves considerable subject-based and pedagogic knowledge and understanding, and it is therefore essential that the post holder has a motivation for keeping themselves up-to-date with developments in their professional area and also in the practises of teaching and learning. Lecturing is more than just teaching; it includes all aspects of the learning process, including preparation and planning, and the assessment and evaluation of students.

All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All lecturers must be committed to inclusive learning and ensuring that they take on the very best practice to meet individual learner needs including the promotion of equal opportunities. All staff are required to implement school policies. Higher Education is an ever changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the school.

### **MAIN PURPOSE OF THE POST**

The main purpose of the job is to ensure the retention and achievement of students through the delivery of good practice in teaching and learning. The Lecturer will teach, develop and improve programmes of study in subjects and courses relevant to the post-holder's knowledge, qualifications and experience.

### **DUTIES**

#### **Recruitment of Students**

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Complete and contribute to the production of accurate information and fact sheets.
- Interview potential applicants and contribute to the school's interviewing schedules.
- Contribute to the development, promotion and delivery of the team's marketing and recruitment strategies.

### **Induction and Support for Students**

- Carry out student inductions and contribute to the design of induction programmes.
- Produce course handbooks.
- Carry out academic progress reviews, including the completion of necessary documents.
- Where appropriate act as a named tutor and liaise with the school administrator to ensure the attendance, retention and achievement of students.
- Understand and keep up-to-date with student support and learning support arrangements, ensuring students have full information and making appropriate referrals.
- Where appropriate ensure that basic skills initial and diagnostic assessments are undertaken and that students receive effective learning support.
- Ensure that resources within your subject area are kept up-to-date and accessible to students and other staff in liaison with the curriculum managers
- Prepare students for employability, career progression and/or further education and training.
- Produce reports and attend events to provide information to employers.

### **Design and Delivery of Programmes**

- Teach across a variety of media programmes focussing on film, creative media and performing arts at HE level (including HNDs)
- Prepare schemes of work, lesson plans and resource materials for teaching programmes.
- Utilise IT and learning technology to deliver elements of the curriculum.
- Prepare assessment plans and schedules and ensure students are aware of your expectations.
- Assess students' progress regularly including the timely marking of work and giving feedback, both written and verbal.
- Work towards the integration of students' basic skills' development in the delivery of teaching and learning.

### **Curriculum Management**

- Attend team meetings and school events as directed by managers.
- Keep records up-to-date, including the completion of registers, and other required documentation.

- Liaise with colleagues to ensure that new members of staff are fully apprised of requirements.

### **Quality**

- Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.
- Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
- Set targets for achievement, retention and attendance and participate in the College's performance management programme.

### **Other**

- Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
- Participate in the school's staff appraisal and mentoring processes.
- Promote Equal Opportunities and implement the school's Equal Opportunities Policy.
- Provide a secure, safe and friendly learning environment including implementation of College's Health & Safety Policy.
- Carry out any other duties commensurate with the scale and grade of the post.