

Job description and person specification for **Assistant Professor**

**Job Information**

Department: School of Design and Media

Job role: Assistant Professor

Mode: Permanent, full time

**Job Description**

Purpose

To lead teaching, curriculum development and course management in Academic English, supporting students across all disciplines.

All role holders at this level will have a national reputation in their field which they will continue to develop. They will contribute to a combination of teaching and/or scholarship and/or research and/or enterprise, along with academic leadership and management academic English modules. The post holder will be expected to develop new concepts, ideas and collaborations at an institutional and national level. They will develop and win funding for innovative research and/or teaching development and/or commercial activity. They will contribute to a global academic community driven by international scholarly activity, international knowledge generation, knowledge exchange, networking, partnerships and collaboration.

Main Duties and Responsibilities

1. To take responsibility for the development and delivery of teaching, learning and assessment. This can include substantial responsibility for the design, enhancement and organisation of teaching and learning, for curriculum development, or for the student experience more broadly e.g. as year tutor or course director.
2. To demonstrate innovative approaches to teaching and support for students through the use of a wide range of learning resources and appropriate pedagogic practice.
3. To ensure that the teaching is informed by contemporary research in the relevant field and develops the ability of students to engage in debate, critical discourse and rational thinking.
4. To ensure that students have an effective learning experience by providing high quality academic guidance and advice, which enhances their employability.
5. To reflect critically on teaching practice, implement improvements, disseminate good practice effectively to others; contribute to quality monitoring and enhancement and to professional accreditation processes as required.
6. To undertake work with a range of external partners and professional bodies/agencies in Egypt and overseas.
7. To contribute to the promotion and external profile of the University and adopt a customer/client-focused approach where appropriate.
8. To work effectively as a team member, chairing committees and working groups, and where appropriate supervising or mentoring other members of staff.
9. To undertake professional development in support of teaching and research, and if appropriate in support of student welfare and curriculum management.

**AND** such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

Supervision Received

Head of School.

Supervision Given

Assistant Lecturers, Instructors, Lecturers.

**Person Specification**

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| **ATTRIBUTES** | **ESSENTIAL** | **ADVANTAGEOUS** |
| **Education/Qualifications** | A good Honours Degree in an appropriate Art, Design and/or Media subject (and/or Masters degree).  Detailed understanding and knowledge of academic theory and/or practice in the teaching of Academic English.  PhD in an appropriate subject | Active membership or fellowship of a professional body  Recognised teaching qualification  HEA Accreditation |
| **Experience** | Recent teaching experience at higher education level with evidence of successful student learning outcomes  Evidence of good/innovative pedagogic practice  Extensive experience and national profile in subject/discipline  **Or** (If from Professional practice background) evidence of high quality presentation skills, and evidence of coaching, or mentoring and teaching other professionals  Willingness to undertake a teaching qualification (if not already qualified) | Evidence of contribution to the wider student experience e.g. in recruitment/retention initiatives, in employability/ enterprise initiatives, student welfare  Experience with Egyptian and/or international higher educational establishments |
| **Research** | A growing research profile.  Active researcher supported by evidence of publications or other appropriate output  Evidence of contribution to research group or network or community of practice  **Or** (If from Professional practice background) experience of leading- edge professional practice/consultancy work including evidence of effective application of solutions to business/practice problems, with associated reports or other outputs | Experience of partnership working with external organisations  Evidence of securing and/or delivering externally funded projects or contracts  Recent, relevant, business experience |
| **Job-related skills** **and capabilities** | Ability to work independently, to take the initiative, and to innovate  Ability to identify and secure opportunities for development of the School/University  Commitment to delivering high quality services to students and external clients  Good organisational and management skills  Suitable level of proficiency in ICT and understanding of its application to teaching, learning and applied research  Ability to demonstrate adherence to regulations regarding ethics, governance, social responsibility, legal requirements, IPR, copyright, attribution and co-authorship and appropriate practice  Ability to support the development and delivery of professional learning and development programmes and contribute to other commercial activity associated with teaching,  Ability to develop and maintain successful external and internal networks to seed relationships for future business collaborations,  Ability to contribute to the development and delivery of transnational education partnerships and international commercial projects  A demonstrable appreciation of other cultures; the global reach of the University and its International agenda | Evidence of successful external networking and profile-raising  Some administrative and organisational experience, related to academic development or equivalent if from non-academic background  Experience of process and systems improvement  Evidence of disseminating own ‘good practice’ effectively to others and of taking up ‘good practice’ from other sources into own work |
| **Interpersonal Skills** | Effective oral and written communication skills in both individual and group situations  Ability to lead, and work as a member of, a team or group  Ability to relate to students with diverse backgrounds, ages and experience  Ability to relate to a range of external clients and partners of the university from the private/public/voluntary sectors | Experience of mentoring or supporting more junior or less experienced colleagues |
| **Other Requirements** | Willingness to undertake academic activities in the evening when necessary, and participate in occasional weekend activities such as recruitment days  Excellent English skills, both written and oral.  A willingness to travel local, nationally and internationally as required to undertake academic and related activities. | Experience of working abroad or working in partnership with organisations overseas  Work experience in Egypt or neighbouring countries  Competence in more than one language  Knowledge of Arabic |