



MATH LECTURER

Position Summary: To teach on either the NCUK Pre-International Foundation Programme (Pre-IFY), the International Foundation Year (IFY), or the NCC International Foundation Diploma as appropriate; To act as a tutor/co-tutor to a group of students and any other duty assigned by the Head of Academics/ Principal.

Duties:

- To take attendance of students in the tutor group
- To teach IFY International Foundation Year students at specified periods in the timetable
- To prepare lesson plans and a scheme of work/programme of study for the classes to be taught
- To prepare a course handbook for the subject area under the following headings:
 1. Introduction to the subject area
 2. Course expectations
 3. Aims and objectives of the subject area.
 4. Structure of lessons
 5. Syllabus structure
 6. Brief Summary of each unit of the syllabus
 7. Reading Lists/Material
- To give continuous assessment tests when due and ensure the marks are ready on specified dates given in order to meet deadlines for sending reports.
- Be involved or assist in organising extracurricular activities within college.
- Be involved in invigilating students in internal examinations as well as during the entrance examinations conducted for new students. Entrance examinations are sometimes scheduled Saturdays.
- To give pastoral care to a group of students.
- To participate in any cross-college CPD as and when required.
- Create and complete student perception questionnaires on entry, in December and January as a minimum.
- Create and improve the use of the VLE and record and monitor student attendance and progress as directed.
- Maintain standards expected by awarding bodies, industry and students.
- Work with other lecturers to identify and support those students at risk of non-completion of their programme.
- Support the team of specialist and vocational teachers to embed skills in the subjects they deliver.
- Prepare teaching materials and practical exercises in line with the syllabus and in conjunction with NCUK and NCC programmes of study.
- Attend and participate in Continuous Professional Development (CPD) as and when required.
- Undertake such other duties commensurate with the grade of the post as may reasonably be required.



Position Requirements:

Education: Minimum Qualification: master's degree qualification in a relevant subject/education. University of Cambridge International Examinations Professional Development Courses and Certificate (AS/A level & IGSE) is an added advantage.

Experience: Minimum 5 Years of teaching experience (at Secondary/Higher Education level)

Professional Qualities:

- **English as a first language**
- Have sound content knowledge of the subject area.
- Must have wide experience of teaching British Curriculum at Advanced Level/Foundation Year Level or any vocational qualifications.
- Ability to take up additional responsibilities outside the role of teaching the students.
- Ability to demonstrate how learning can be achieved in the classroom.
- Ability to demonstrate good presentation methods and appropriate use of a wide range of educational resources.
- Good observation skills and ability to work with minimal supervision.
- Have a professional approach to all routine tasks and display a sense of responsibility at all times.
- Focused on the delivery of customer service to everybody on college premises.
- Excellent time management and team-building skills.
- Excellent communication skills.
- ICT literate.

Personal Attributes:

- Task Focused, proactive and disciplined with a sense of integrity.
- Smart, well-groomed and confident with a professional attitude at all times.
- Possess a friendly, approachable personality.
- Can pass a personal identity check and produce references.

PLEASE ONLY APPLY IF YOU MEET THE CRITERIA. SHORTLISTED APPLICANTS WILL BE CONTACTED. SEND THE FOLLOWING DOCUMENTS TO THIS EMAIL ADDRESS ONLY – hr@ufc.edu.qa

- COVER LETTER
- CURRENT CV
- PHOTO ID
- TRANSFERRABLE VISA (NOC)