



MCAST

Job Description

Job Title	Academic
Department/Institute	General
Reporting to	Institute Director
Main Objective	To deliver high-quality teaching, assessment, and student support while contributing to course development, quality assurance, research, and professional growth in alignment with MCAST's academic standards

All forms of pedagogical work will generally entail associated organisational and administrative work. This includes the following:

1. The preparation of one's own schemes of work, lesson notes and the preparation and production of one's own teaching material, in accordance with clause regulating teaching material.
2. Preparing and delivering in-person and online, lectures, tutorials, workshops, seminars, practical demonstrations, and fieldwork
3. Assignment writing of one's own units and assessments and feedback to learners and all forms of assessments. Administration work related to the conduct of the assessment such as informing the students of the assessment dates and location, printing of assessment material and publishing of results etc. is not the responsibility of the lecturer.
4. The taking of students' attendance for all classrooms/ workshop/laboratory lecturing, when the lecturer is present. Attendance shall be taken only once, with the exception of EU funded projects. MCAST will make every effort with the managing authority for the student management information system records to be recognised as official records towards the project.
5. Inputting of record of assessment results on the system provided by MCAST.
6. Provide appropriate student support and contribution to the College's Quality Assurance process. Provide feedback to students on assessments. Written feedback should be given only once.
7. Attend meetings to discuss course-related topics and the improvement of courses throughout the year. Such meetings shall not exceed two (2) hours per month during the period in which lectures are held, which hours shall not form part of contact hours.
8. Attending of conferences, seminars, workshops and other events in and outside of MCAST - In cases where the Management requests the lecturer to attend conferences, seminars, workshops and other events in and outside of MCAST, any participation fees and costs incurred should be covered by MCAST.

9. All lecturers who on a voluntary basis conduct research, write papers, proposals, journal articles, and books should be allocated a number of hours per week to carry out such research in line with internal Research and Innovation Policy.
10. Taking part in staff training and continuous professional development (CPD).
11. Visiting students on work placement. This should be in agreement with the lecturer and compensated as per internal policy.
12. Other related pedagogical duties including the timely submission of all course documentation as required for the respective institute course files and full support to the MCAST established internal and external verification process.
13. Other “administrative work” includes: responsibilities related to participation in appropriate team and committee meetings, course management, the preparation of material relating to induction programmes, assessment, the preparation of statistical returns including attendance, retention rates, examination results and student progress, monitoring and review of students' performance and relative evaluation, participation in quality assurance and control procedures. The Union will be consulted on any changes in the format that has additional “administrative work”.
14. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.