

JOB DESCRIPTION AND PERSON SPECIFICATION



ROLE TITLE: LECTURER – INFORMATION AND COMMUNICATIONS TECHNOLOGY subjects

Reporting to: Head of Studies and Exams
Accountable to: Principal of Soroti School of Business.

Salary and Benefits: To be agreed.

Role Summary:

This role is to teach the allocated subject in line with the curriculum and notes supplied by Soroti School of Business. The post holder is required to teach each sub-module of the curriculum in full, providing additional written notes if required, as well as setting and marking coursework, to a standard that will ensure the student has every opportunity to pass the examination set by the external exam board and to perform well to achieve an excellent coursework mark.

KEY RESPONSIBILITIES:

Teaching

The postholder is required to do the following:

- Prepare and deliver at pace lectures and lessons that fully and adequately convey all necessary aspects of the subject to ensure the student has sufficient knowledge to be competent in the subject at their required level of study to pass external exams.
- To meet students as required to fill in any gaps in the knowledge of the student, as are made aware to the lecturer by the student.
- To set and mark coursework and advise the Head of Studies and Exams of the relevant coursework marks for uploading to the external examinations board.
- Provide occasional telephone or online and email support to students as required.

The postholder will be provided with the syllabus for the subject and written notes prepared by Soroti School of Business and will be expected to keep their knowledge and skills of the subject up to date so that their teaching is relevant to the subject being taught.

Reporting

The post holder will be monitored by the Head of Studies and Exams to ensure they are delivering the subject at an adequate pace and to a high academic standard.

Budget and Financial Accountabilities

The post holder has no budget responsibilities but can seek resource as necessary if they feel they are needed to improve the teaching of their relevant subject.

PERSON SPECIFICATION:

- A passion for teaching and educating young people.
- An excellent communicator in a lecture or teaching setting
- Complete up-to-date knowledge of the subject they are teaching.
- An ability to keep time consistently.
- A willingness to make themselves available to students who need additional support.

Key Skills

- Able to be supervised academically.
- Good communications.
- Approachable to students.

Experience

The postholder should be able to demonstrate relevant and adequate experience of teaching in an institution of higher learning for a period of at least 12 months.

Education

For the teaching of Diploma students, a bachelor’s degree and for teaching Certificate students a Diploma, or equivalent qualification, with evidence of remaining up-to-date in the subject they are teaching.

The following subjects fall under the Department of ICT:

Subject	
Information and Communications Technology (ICT) (Diploma)	
Computer Applications	
Computerised Accounting	
Computer Literacy Theory and Practice	
Computer Maintenance and Repair Theory and Practice	
Computer Networking Theory and Practice	
Computer Graphics and Photo Editing	
Basic Mathematics	
Computational Mathematics	

If you wish first to discuss lecturing on any of these subjects, you can contact Mark Palin, the Director of Soroti School of Business, on 0789827998 (also WhatsApp).

To apply for the role of lecturer at Soroti School of Business, please send a full CV , cover letter and scanned copy of National ID, to:

Mark Palin, Director, Soroti School of Business, PO Box 402, Soroti or email it to mark.palin66@gmail.com

Please indicate clearly which subjects you are most interested in teaching and your availability on weekdays, evenings and weekends. Also indicate your remuneration expectations.