



MILITARY TECHNOLOGICAL COLLEGE– RECRUITMENT PAPERWORK

1. JOB DESCRIPTION

Job Title:	Instructor
Department:	Aero /Systems / Marine /Civil /Geomatics Engineering
Location:	
Responsible to:	Head of Department
Responsible for:	
Effective date of job description:	

Context:

The purpose of the College is to deliver vocational trade, specialist, undergraduate and postgraduate engineering programmes in a well-equipped and high-quality learning and teaching environment, resulting in the student's acquisition and application of knowledge and the achievement of operational competence and effectiveness at all levels.

Instructors are responsible for providing quality academic instruction to students. In addition, it is the responsibility of every Instructor to ensure that each student in his class has an enjoyable, productive, challenging, and meaningful experience.

Purpose of Job:

- Practice excellence in teaching and instruction.
- Demonstrate evidence of professional growth and academic currency.
- Carry out the responsibilities specific to his/her area, department and/or program.
- Contribute to the College community by participation in service activities.
- Contribute to the local community by participation in service activities.
- Attendance at department meetings, conferences on improvement of instruction, and such activities as may be required for self – improvement.
- Participation in overall department/division wide program development, maintenance, evaluation, revision and/or expansion.
- Meet and assist students during office hours or by appointment at other reasonable times.
- Utilize standard methods of evaluation listed in course outlines or other materials approved in advance by the Department Chairperson.



Key Responsibilities:

- Begin class on time in an orderly, organized fashion.
- Be courteous to and approachable by students.
- Follow approved policies and procedures in the conduct of all instructional activities.
- Use effective motivation to help stimulate a personal desire to learn the subject/skill(s).
- Constantly strive to improve instruction through.
- Self-analysis and evaluation.
- Observation and study of new instructional techniques for lecture, laboratory or performance courses.
- The use of technology where applicable to enhance the learning environment.
- Re-evaluation and re-definition of instructional objectives.
- Contribute to continual revision and updating of course content and materials of instruction.

Working Relationships:

- Head of Department
- Deputy Head(s) of Department
- Principal Lecturers/ Principal Lecturers
- Other academic colleagues and support/technical staff on day-to-day issues

2. PERSON SPECIFICATION

No	Attributes	Rating	Source
1.	Specific Knowledge & Experience		
	Demonstrable teaching experience at the required level.	E	AF, S
	Membership of a professional body in subject area.	D	AF, S
	Track record of effective involvement at strategic and operational levels of an undergraduate 'development' programme.	E	AF
	Experience of quality control and assurance mechanisms in the HE sector.	E	AF
	Track record of innovation and excellence in teaching, learning.	D	AF
	Contributing in committees and specific projects as requested by HoD.	D	AF
2.	Skills & Abilities		



	Ability to offer support in planning, organizing and the prioritization of workloads.	E	AF, S
	Experience in the use of VLE and MLE teaching and learning management systems.	E	AF, S
	Demonstrated ability to work effectively within a multi discipline, multi-cultural environment.	E	AF, S
	Excellent communication and interpersonal skills.	E	AF, S
	Ability to concisely present information verbally and in writing.	E	AF, S
	Project management skills.	D	AF, S
3.	Qualifications, Education & Training		
	First degree or equivalent in subject area	D	AF, S
	Degree and/or vocational experience of a similar level of subject authority.	D	AF, S
	HEA fellowship/equivalent *See Footnote	D	AF
4.	Other Requirements		
	Ability to motivate and engage others in teaching	E	AF, S
	Ability to work on own initiative and as part of a team and work to tight deadlines.	E	AF, S
	Commitment to whole Departmental ethos	E	AF
	Commitment to whole MTC ethos	E	AF

Legend

Rating of attribute: E = essential; D = desirable Source of evidence: AF = Application Form; S = Selection Programme

(Including: [I] = Interview; [T] = Test; [P] = Presentation; [R] = References)