

## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>Academic &amp; Professional English Lead lecturer</b>
<b>Department</b>	:	<b>English Department</b>
<b>Report to</b>	:	<b>Head of English Department</b>
<b>Reportees</b>	:	<b>N/A</b>
<b>Employer</b>	:	<b>University of Puthisastra</b>
<b>Location</b>	:	<b>Phnom Penh, Cambodia</b>

### Summary

The Academic and Professional English courses in Years 2 and 3 respectively, consist of general, academic and professional language skills teaching (including but not limited to speaking, listening, reading and writing), with tangential goals of increasing students' ability to think critically and creatively. The programme favours project based instruction, flipped learning and student-centred methodology.

### I. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Work within the English team and the Teaching and Learning Department to further the development of the curriculums and course materials associated with Year 2 and Year 3 English programmes.
- Facilitate regular meetings with other course lecturers to ensure, with supervision from the Head of English, consistency in course content, activities, projects and other teaching and learning methods.
- Be responsible for ensuring that assessment practices are consistent across all lecturers and meeting expected outcomes of the course.
- At the beginning of the academic year, the Lead Lecturer is responsible for creating suitable course groups based upon placement exam scores and previous English course results.
- Familiarise new lecturers (to the course) with course objectives, outlines and curriculums, and existing lecturers to new teaching tools and methods.
- Provide guidance for course lecturers who need assistance with lesson preparation and finding appropriate resources.
- Ensure sustainability by document and archiving course curriculums, materials and various resources.
- Regularly liaise with the Head of English to ensure the smooth operation and progress of the courses.
- Assist in the development and implementation of strategies to increase the English proficiency of lower-level English students.
- Perform analysis of the courses, once per semester, that considers the course outcomes and students' future needs.
- If necessary, assist in the recruitment of lecturers for the Year 2 and Year 3 English courses.

## **II. Minimum Qualifications and Requirements:**

### **1. Experience:**

- Experience instructing in a university or context with comparable students
- Demonstrated experience in preparing lessons and assessments
- Excellent communication skills and ability to work as a team
- Significant experience of managing and leading a team of teaching staff

### **2. Education:**

- Valid TESOL certificate or equivalent teaching credential