

NOTES

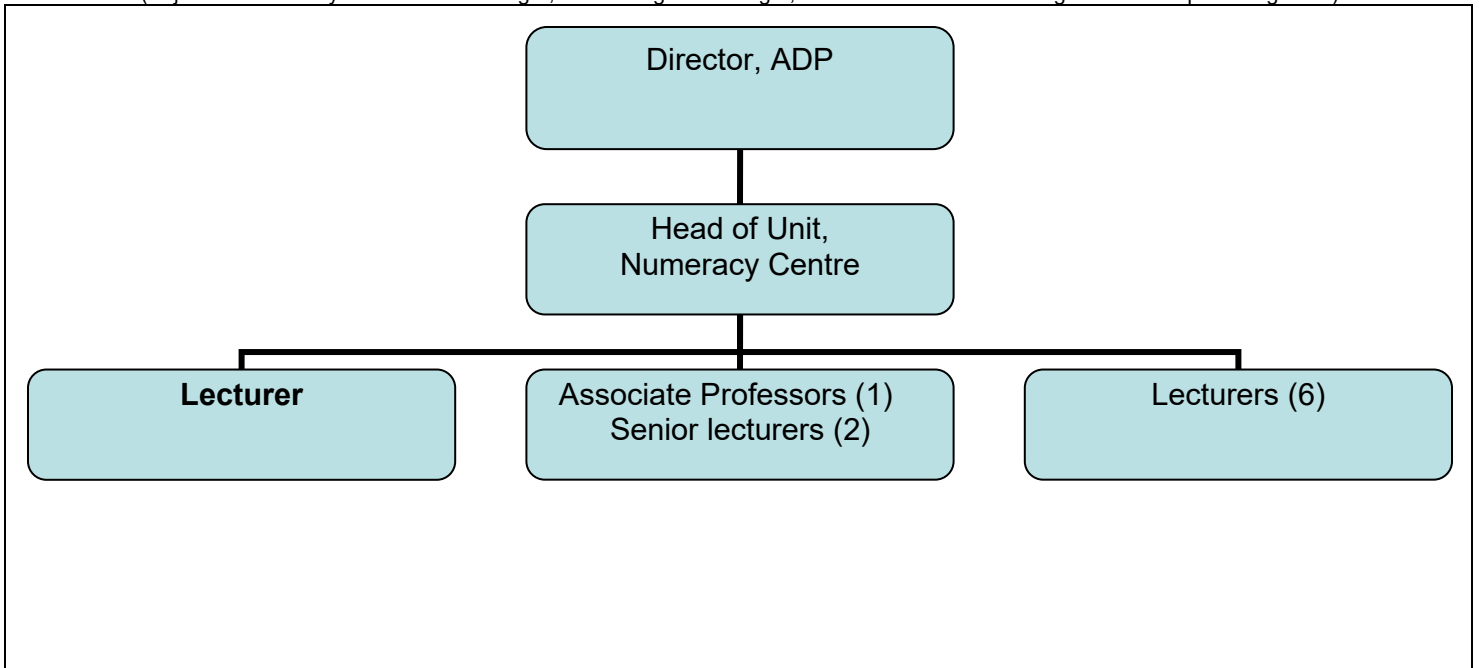
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Lecturer		
Job title (HR Practitioner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	CHED		
Academic department / PASS unit	Academic Development		
Division / section	Numeracy Centre		
Date of compilation	15/03/2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to teach on and develop curriculum for Numeracy Centre courses and educational interventions, as well as to conduct appropriate educational research.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Teaching on courses and educational interventions.	50	Preparation for and teaching of daily lectures Consultations with students Tutorial setting Assessment tasks - setting and marking	Acceptable pass rates Majority of students satisfied
2	Administering courses and educational interventions.	10	On-going administration (e.g. of materials production, student communications, tutor management, marks processing etc.)	Organized courses and interventions Students well-informed Data managed accurately
3	Curriculum development for quantitative literacy interventions.	15	Consultation and collaboration with disciplinary lecturers Creation of learning materials	Interventions established Disciplinary lecturers recognize value –added Good quality materials created
4	Conducting research including research relevant to the work of the Numeracy Centre and ADP.	20	Appropriate thinking, reading, data collection, writing, discussion, and dissemination of results	Seminars, conference presentations, journal articles
5	Participating in meetings and workshops and contributing to the general work of the Numeracy Centre, ADP and CHED.	5	Ongoing administration Participation in developmental activities (e.g. ADP fora, workshops etc.) Contribution to test development for NBT QL test and CEA curriculum development for QL (if required)	

MINIMUM REQUIREMENTS

Minimum qualifications	Relevant master's degree			
Minimum experience (type and years)	Lecturing, teaching or tutoring groups of students, two years			
Skills	Mathematical ability, teaching, communication, research methods.			
Knowledge	Mathematics, statistics, educational processes, language development			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Communication Formal presentation	2
	Building interpersonal relationships	2	Planning and organizing / work management	2
	Client/student service and support	2	Teamwork / collaboration	2
	Coaching / Developing others	2	University awareness	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Research, teaching, course administration
Amount and kind of supervision received	Mentoring by head of unit and colleagues
Amount and kind of supervision exercised	n/a
Decisions which can be made	Conduct of research, who to collaborate with, how to conduct classroom sessions
Decisions which must be referred	What to teach, anything that affects the Numeracy Centre or the Mathematics Department.