



# Griffith College

## JOB DESCRIPTION

Job Title: Lead Lecturer

Reporting To: Deputy Head of Griffith College Cork

Hours of Work: As per contract  
Additional hours may be required in line with the needs of the service

### **Responsibilities to include:-**

#### **Lecturing**

Approximately 10 -12 hours per week (paid for separately in line with hours worked)

#### **Strengthening of Cork Faculty – primarily a Team Leader / Liaison role**

- Assist the Deputy Head of GCC in the recruitment and selection of new lecturers
- Ensure that module descriptors, course handbooks, programme schedules are made available to all lecturers in a timely manner
- Hold regular meetings with the lecturing team in conjunction with the Deputy Head of GCC and assist in the resolution of any problems emerging at an early stage to ensure the learners have an excellent experience
- Inform deputy head in a timely manner of problems that cannot be resolved by lecturing team / lead lecturer
- Attend course committee meetings arranged by the Faculty in Dublin, by polycom
- Strengthen sense of teamwork and camaraderie among lecturers
- Assist in the sourcing high-profile guest lectures where possible
- Assist lecturing team with any external / pastoral issues
- Accompany the Deputy Head of GCC to the exam boards

#### **Enhance the Dublin / Cork academic relationship – primarily a Liaison / Communications role**

- Ongoing communication with module leaders in Dublin, ensuring there is no delay in the availability of class notes, sample questions, assignment titles etc
- Communicate with the Deputy Head of GCC and Programme Directors in Dublin on a regular basis on issues concerning the effective delivery of courses in Cork
- Ensure that the Cork lecturing team are in contact with counterparts in Dublin / Limerick throughout the semester
- Ensure that Cork lecturers have an input into the preparation of exam papers and assignments and that lecturers are satisfied with the nature and timing of assignments

- Identify and communicate to lecturers the assignment submission schedule and that Cork lecturers adhere to this as far as possible
- Assist in Programmatic Reviews where appropriate
- Assist PD in the preparation of annual programme reports

### **Student relations**

- Assist students in the election of class reps
- Regular interaction with class reps
- Assist students with academic and / or pastoral care issues
- Encourage lecturing team to engage with students via forum on Moodle  
Offering student's career advice and assisting in work placements where possible and exam results counselling

### **General**

- Assist in the preparation of timetables and classroom scheduling
- Assist with marketing initiatives of College (eg communicate with prospective students / parents), Open Evenings and weekends
- Assist with graduation
- Assist in the organisation of student induction and orientation as part of induction committee
- Raise profile of the College through appropriate means

### **Health and Safety**

- Be aware of the current health and safety regulations pertaining to the campus
- Ensure all safety aspects are compiled with in relation to fire safety
- Report accidents or incidents to the Deputy Head
- Record details concerning mishaps, complaints or defects which are reported
- Facilitate the arrangements necessary and participate where appropriate, in induction and training of all new staff
- Assist in the implementation of fire drills

### **Hours of business**

- Hours of lecturing plus 20 hours per week Monday to Friday with the ability at busy times to extend these times
- Overtime will be required when important projects, events or deadlines are looming

**These duties and responsibilities are a reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the service.**