



OCCASIONAL TEACHER ROLE PROFILE

<i>College Management Unit:</i>	<i>UCD College</i>
<i>School Unit:</i>	<i>UCD School</i>
<i>Post Title & Subject Area (if relevant)</i>	<i>Occasional Teacher</i>
<i>Post Duration:</i>	<i>Academic Term</i>
<i>Line Manager</i>	<i>Head of School or Nominee</i>
<i>Grade:</i>	<i>Occasional Teacher (€ 75 p/h, inclusive of 1hr preparation)</i>
<i>Garda Vetting</i>	<i>YES</i>

POSITION SUMMARY

The appointee will be required to work collaboratively and engage in the delivery of innovative teaching and related modular/programme administration on the (insert course / module) and other relevant undergraduate programmes within the School of (insert name). The School is committed to research-led education, so the candidate will be expected to have a relevant educational background and suitable experience in the discipline. They will contribute to the administration of the (insert relevant) programmes, under the overall direction of the Module Coordinator.

Principal Duties and Responsibilities:

The principal duties and responsibilities attached to this post will be:

Teaching & Professional

- *Deliver lectures, seminars and/or tutorials associated with a specific Module within an established programme, typically at undergraduate level, for which other members of faculty retain overall responsibility;*
- *Prepare own teaching activity, within the framework of the module/degree programme.*
- *Apply effective teaching methods, materials and assessment techniques; reflect on student feedback, student performance and peer observation in order to enhance personal teaching skills.*
- *Delivery of individual or small group consultations/tutorials/practicals.*

Administration

- *Contribute to teaching-related administration such as provision of module descriptions, collating assessment marks, carrying out student evaluations of modules etc.*
- *Mark and assess student coursework and examinations, providing timely and useful feedback to students*



- *Be available for student consultation hours as appropriate*

General

- *Undertake other such duties as directed by the Head of School or their nominee in line with the requirements of the role*

UCD is committed to creating an environment where diversity is celebrated, and everyone is afforded equality of opportunity. Learn more about Diversity at

<https://www.ucd.ie/workatucd/diversity/>

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post.

Mandatory:

- *Level 8 (degree or equivalent) qualification.*
- *Sufficient breadth and depth of knowledge and understanding in the discipline to work independently within an established module .*
- *Excellent interpersonal and communication skills.*
- *Demonstrated ability to contribute positively to fostering a collegial environment and a commitment to equality, diversity and inclusion.*

Desirable:

- *Previous experience of teaching at undergraduate level.*