



Job Description

Primary Lecturer

**International Teachers College (ITC), Faculty of Education
Universitas Pelita Harapan (UPH), Indonesia**

Position Summary

The Primary Lecturer plays a vital role in preparing future educators to teach with excellence, integrity, and a commitment to lifelong learning. The position involves delivering high-quality teaching, mentoring students, conducting meaningful research, and contributing to the academic life of the International Teachers College. As part of UPH's Reformed Christian higher education community, the lecturer is expected to integrate academic expertise with ethical leadership and a commitment to serving others while being grounded on Christian values.

Key Responsibilities

Teaching and Learning

- Plan, prepare, and deliver engaging undergraduate courses in Primary Education and related areas.
- Create inclusive, student-centered learning experiences that encourage critical thinking, collaboration, and reflective practice.
- Design learning activities and assessments that align with course and program learning outcomes.
- Provide timely, constructive feedback that supports students' academic and professional growth.
- Incorporate appropriate educational technologies and current pedagogical approaches into teaching.
- Maintain accurate academic records and fulfil all teaching responsibilities in accordance with university policies.
- Integrate Biblical perspective in the teaching-learning process.

Student Advising and Mentoring

- Serve as an academic advisor, supporting students throughout their academic journey.
- Mentor students in their professional development and preparation for careers in education.
- Supervise undergraduate research projects, teaching practicums, and other academic requirements.
- Work collaboratively with school partners to monitor and support students during field experiences.

Research and Scholarly Engagement

- Conduct research that contributes to the advancement of education and teacher preparation.
- Publish scholarly work in reputable academic journals and present at professional conferences.
- Engage in collaborative research projects within and beyond the university.
- Apply research findings to strengthen teaching practice and contribute to continuous program improvement.

Curriculum Development and Quality Enhancement

- Contribute to the ongoing review and development of curriculum to ensure relevance, quality, and alignment with national and international standards.
- Participate in accreditation, quality assurance, and program evaluation activities.
- Develop and update teaching resources that reflect current educational research and best practices.

Service and Community Engagement

- Participate actively in faculty, college, and university committees and initiatives.
- Build and maintain positive partnerships with schools, educational organisations, and the wider community.



- Contribute to professional development programmes, workshops, or community outreach activities that support educational improvement.
- Assist with student recruitment, programme promotion, and institutional events as required.

Professional Development

- Demonstrate a commitment to continuous professional learning and academic growth.
- Stay informed about developments in education, curriculum, and educational technology.
- Participate in professional learning opportunities that enhance teaching, research, and leadership capabilities.

Faith and Professional Practice

- Support the mission and values of Universitas Pelita Harapan by modelling integrity, professionalism, and servant leadership.
- Integrate faith-informed perspectives appropriately within teaching and professional responsibilities.
- Contribute positively to the collegial and collaborative culture of the International Teachers College.

Qualifications

Required

- A minimum of a Master's degree in Primary Education or a related field.
- Demonstrated competence in teaching and learning at the tertiary level or significant professional experience in schools.
- Excellent written and spoken English communication skills.
- Strong interpersonal and organisational skills.
- A commitment to student learning, academic excellence, and collaborative practice.



- A committed follower of Jesus Christ who demonstrates spiritual maturity, actively lives out Christian values, and is committed to advancing the Christian mission and educational philosophy of Universitas Pelita Harapan.

Key Competencies

- Excellence in teaching and facilitation
- Curriculum design and assessment
- Educational research and scholarly writing
- Student mentoring and academic advising
- Collaboration and teamwork
- Cross-cultural communication
- Digital literacy and educational technology
- Professional integrity and ethical practice
- Continuous learning and reflective practice

Key Performance Indicators

Performance will be evaluated based on:

- Quality of teaching and student learning outcomes
- Student feedback and academic advising effectiveness
- Research publications, presentations, and scholarly contributions
- Curriculum development and quality assurance participation
- Supervision of student research and teaching practicum
- Contribution to faculty service and community engagement
- Professional development and ongoing academic growth
- Contribution to the mission and values of the International Teachers College and Universitas Pelita Harapan



Reporting Relationships

Reports to: Head of Programme / Dean, International Teachers College

Collaborates with: Academic colleagues, practicum coordinators, partner schools, research teams, and university support units.

