



Candidate Information

Position:	Lecturer in English Language
School/Department:	School of Arts, English and Languages
Reference:	19/107312
Closing Date:	Monday 15 April 2019
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Monday 29 April 2019
Duration:	20 months

JOB PURPOSE:

To deliver effective teaching and learning in English Language and Linguistics and to examine at both undergraduate and postgraduate level, and to contribute to School administration/outreach activity.

MAJOR DUTIES:

Teaching:

1. Deliver teaching and assessment activities, normally within own area(s) of specialism, including lectures, setting/marking coursework to undergraduates and postgraduates. Convene undergraduate modules and contribute to postgraduate programmes in the School and, where relevant, the Faculty.
2. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
3. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
4. Supervise practical work where it is part of the course, and advise students on methodological techniques.
5. Plan and develop independent teaching contributions and contribute to the design or revision of course units.
6. Help to develop appropriate teaching approaches and contribute to curriculum development.
7. Engage in scholarly activity e.g. participate in conferences, external funding applied for pedagogical activity, book reviews and teaching/professional materials published.
8. Develop networking links with relevant professional bodies to ensure that own teaching reflects current best practice in own area of subject specialism.
9. Maintain and develop teaching and subject expertise.
10. Co-convene the School's placement module 'Work-based Learning', contributing to student employability.

Administration/Contribution to the Community:

1. Contribute to the School's outreach strategy by developing external links.
2. Provide pastoral care for students within own area to ensure that all issues are dealt with in a timely, sympathetic and effective manner.
3. Carry out designated routine School administrative duties, including, for example, committee work, course administration etc.
4. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.
5. Provide teaching and advisory support to students outside formal classes.

Planning and Organising:

1. Plan and manage own teaching and tutorials as agreed with Head of School.
2. Design/update modules in line with School's teaching strategy.
3. Be involved in strategic planning for the School/work unit and may contribute to the University's strategic planning process.
4. Plan and deliver teaching and consultancy or similar programmes and ensure that resources are available.
5. Contribute to the management of quality, audit and other external assessments.
6. Use teaching resources as required.
7. Act as mentor for students.

Internal and External Relationships:

1. Member of School, Faculty and University committees relevant to their administrative duties.
2. Collaborate with other staff within School.
3. Involved in developing links or joining external networks to share information and ideas.
4. Contribute to the School's outreach programme by establishing links with local community groups, Schools, voluntary organisations etc.

ESSENTIAL CRITERIA:

1. Have or be about to obtain a relevant PhD (Lecturer).
2. PhD must be completed for appointment at Senior Lecturer.
3. Evidence of teaching at tertiary level appropriate to career stage.
4. Ability to contribute to broader management and administrative processes
5. High level of analytical capability.
6. Ability to communicate complex information clearly.
7. Ability to encourage commitment to learn in others.
8. Effective interpersonal skills.
9. Engagement in continuous professional development.
10. Ability to assess and organise resources.

DESIRABLE CRITERIA:

1. PGCHET and/or membership of an appropriate professional and/or teaching body eg. HEA.
2. A research focus in at least one of the following areas: stylistics, critical linguistics, discourse analysis, pragmatics.
3. Experience of lecturing and examining as part of a team.
4. Experience of designing and/or delivering undergraduate teaching, postgraduate teaching and research student supervision in at least one of the following areas: general linguistics, stylistics, critical linguistics, discourse analysis, pragmatics.
5. Experience of community outreach activities.