

Candidate Information

Position: Lecturer (Education) in French Studies
School/Department: Education (AEL)
Reference: 21/109373
Closing Date: Monday 29 November 2021
Salary: £37,467 - £40,927 per annum.
Anticipated Interview Date: Thursday 9 December 2021
Duration: 6 months beginning January 2022

JOB PURPOSE:

To teach at undergraduate and postgraduate level, and to contribute to School administration/outreach activity.

MAJOR DUTIES:

Teaching:

1. Deliver teaching and assessment activities within own area of specialism including lectures, setting/marking coursework, to undergraduates and postgraduates.
2. 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. Plan and develop independent teaching contributions and contribute to the design or revision of course units.
5. Help to develop appropriate teaching approaches and contribute to curriculum development.

Scholarly Activity:

1. Engage in scholarly activity e.g. attending and contributing to school seminars.

Administration/Contribution to the Community:

1. Contribute to the School's outreach strategy.
2. Provide pastoral care for students within own area (e.g. as Personal Tutor) to ensure that all issues are dealt with in a timely, sympathetic and effective manner.
3. Carry out designated School administrative duties, including, for example, committee work, course administration etc. as appropriate to stage of career.
4. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.

Planning and Organising:

1. Plan and manage own teaching and seminars as agreed with mentor and/or Head of School.
2. Design modules in line with the teaching strategy of the subject area and School.
3. As module leader, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.

Internal and External Relationships:

1. Member of the School Board and Examination Board and such committees relevant to administrative duties.
2. Collaborate with other staff within School.
3. Participate in and/or develop networks, contribute to student recruitment, and to build relationships for future activities.

ESSENTIAL CRITERIA:

1. Primary degree including at least Joint Hons or equivalent in French.
2. Hold or about to complete a PhD in an area of French Studies.
3. Evidence of language teaching experience at tertiary level.
4. Ability to deliver research-led specialist teaching in French at all levels of the curriculum.

5. Ability to design course materials and to plan and organise the delivery and assessment of taught courses in French Studies.
6. Ability to contribute fully to the French Studies Curriculum at UG and PG levels.
7. Ability to contribute fully to the broader administrative activities of the subject area and the School of Arts, English and Languages.
8. Native or near native fluency in French.
9. Native speakers of French should have near native fluency in English.
10. Must demonstrate:
 - Ability to communicate complex information clearly.
 - High level of analytical capability.
 - Balanced Judgement.
 - Interpersonal skills.
11. Ability to work as part of a team.
12. Ability and willingness to engage in cross-School activities.

DESIRABLE CRITERIA:

1. Working towards PGCHET and/or experience of professional development courses in teaching; membership of an appropriate professional and/or teaching body e.g. HEA.
2. Evidence of research-led teaching.