



Candidate Information

Position:	Temporary, Part-time (0.6 FTE), Lecturer (Education) in Translation
School/Department:	Education (AEL)
Reference:	22/109674
Closing Date:	Monday 4 April 2022
Salary:	£37,467 - £40,927 per annum
Anticipated Interview Date:	Monday 25 and Tuesday 26 April 2022
Duration:	15 weeks from date of appointment

JOB PURPOSE:

The school of Arts, English and Languages is seeking to appoint a temporary Lecturer (Education) for a period of 15 weeks to cover a period of leave. The successful applicant will deliver effective teaching and learning at Postgraduate Research and Postgraduate Taught level with a particular focus on MA Assessment and dissertation supervision and PGR shared supervision, while contributing as appropriate to the Centre for Translation and Interpreting (CTI) and school administration.

MAJOR DUTIES:

Teaching:

1. Provide MA Translation student support (especially on modules MML 7015 Theory and Practice/Dissertation Forum and MML 7057 Translation in Digital Contexts) in the approach to final assignment submission.
2. Assess the work and progress of MA students by reference to the criteria and provide constructive feedback to students through final marking and 2nd marking (including any possible resits) of final assignments.
3. Supervise MA dissertations.
4. Seek ways of improving performance by reflecting on teaching and learning practices and obtaining and analysing feedback.
5. Contributing as appropriate to CTI's MA and PGR internationalisation and recruitment activities, such as information webinars and in-person sessions at Open Days etc.
6. Provide shared supervision of PhD students, including, for example, providing expert guidance and answering student queries on a variety of core aspects of doctoral study regularly addressed by supervisors, e.g., academic writing, thesis drafting and redrafting, thesis structure, research design and methodology, data analysis, ethics and ethics applications, the refining of research questions, the use of sources, conference abstracts and presentations, journal submissions, job applications, future career plans, and so on.
7. Assess the work and progress of PhD students by reference to the criteria and provide constructive feedback to students through APR and Differentiation examining.

Administration/Contribution to the Community:

1. Provide pastoral care for students within own area to ensure that all issues are dealt with in a timely, sympathetic and effective manner.
2. Carry out designated light routine School administrative duties e.g. course administration.
3. Be responsible for the record-keeping associated with teaching and assessment materials.
4. Attend and contribute to weekly CTI staff meetings.

ESSENTIAL CRITERIA:

1. Have completed a relevant PhD.
2. Ability to contribute to the supervision of PhD students.
3. Experience of teaching in own area, with additional broader experience in Translation Studies.
4. Evidenced collegiality.
5. High level of analytical capability.
6. Native or near-native English skills, particularly in speaking, listening and written academic English.
7. Ability to communicate complex information clearly.

8. Effective interpersonal skills.
9. Evidenced engagement in continuous professional development.
10. Ability to assess and organise resources.
11. Willingness to learn and take on new challenges.

DESIRABLE CRITERIA:

1. PGCHET and/or membership of an appropriate professional and/or teaching body e.g. Advance HE.
2. Experience in supervising PhD students.
3. A track record of publication in Translation Studies, commensurate with current stage in career and the Education lectureship pathway.
4. Experience of supervising dissertations.
5. Ability to contribute to broader management and administrative processes.