



Candidate Information

Position:	Lecturer (Practice) in Writing & Cultural Engagement
School/Department:	Education (AEL)
Reference:	23/111071
Closing Date:	Monday 10 July 2023
Salary:	£39,592 - £54,421 per annum
Anticipated Interview Date:	Wednesday 2 August 2023
Duration:	2 years

JOB PURPOSE:

To deliver effective teaching and learning on bespoke writing and cultural modules for inbound study abroad cohorts at undergraduate level, and to contribute to the School's/area's administration/outreach and global mobility activity.

MAJOR DUTIES:

Teaching:

1. Deliver a range of teaching and assessment activities in writing in English and in cultural immersion modules relevant to Belfast/the north of Ireland, including lectures, seminars, and setting/marking.
2. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive and timely feedback to students.
3. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
4. Delivering high-quality teaching to study abroad student cohorts.
5. Plan and develop independent teaching contributions and contribute to the design or revision of programme structure and modules.
6. Help to develop appropriate teaching approaches and contribute to curriculum development.
7. Contribute to winter and summer school planning and delivery.
8. Teaching experience at tertiary level appropriate to stage of career.

Research:

1. Engage in scholarly activity, such as publications and conference activities in relevant research area.
2. Develop networking links with relevant professional bodies and the wider academic field to ensure that own teaching reflects current best practice in own area of subject specialism.
3. Maintain and develop teaching and subject expertise in the area.

Administration/Contribution to the Community:

1. Provide pastoral care for students within own area to ensure, as far as practicable, that relevant issues are dealt with in a timely, sympathetic, and effective manner.
2. Carry out designated routine School administrative duties, including, for example, committee work, course administration, etc.
3. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.
4. Provide overall academic management of bespoke study abroad modules within the School/Faculty as required.

ESSENTIAL CRITERIA:

1. Must have or be about to obtain a PhD in English (Language, Literature, or Creative Writing).
2. Evidence of publications and research activities relevant to stage of career.
3. Experience in the delivery of lectures and seminars in a related or relevant area to English composition courses.
4. Ability to design course materials and to plan and organise the delivery and assessment of taught courses.
5. Ability to contribute to broader management and administrative processes.
6. Must demonstrate good reasoning ability and balanced judgement.
7. Willingness to undertake teaching and other relevant activities outside normal working hours.

8. Ability to communicate complex information clearly.
9. Effective interpersonal skills.
10. Engagement in continuous professional development.
11. Ability to assess and organise resources.

DESIRABLE CRITERIA:

1. To facilitate development of the School and Faculty's study abroad ambitions, experience of dedicated study abroad engagement would be beneficial.
2. Experience of delivery of cultural immersion activities for study abroad students.
3. Experience of international student support.
4. Successful grant capture relevant to stage of career.
5. Experience of programme management and related roles, e.g. Subject Lead, Advisor of Studies, relevant committee activity.
6. PGCHET and/or membership of an appropriate professional and/or teaching body e.g., HEA.
7. Experience of teaching students on broader, multi- or interdisciplinary courses (e.g., students whose major is not necessarily in the arts and humanities subjects).
8. Experience of tertiary level examination procedures.
9. Experience of student recruitment activities.
10. Experience of outreach activities.
11. Experience of study abroad co-ordination and inbound/outbound student mobility.