



Candidate Information

Position:	Language Teaching Fellow in Spanish - 0.8 FTE
School/Department:	School of Arts, English and Languages
Reference:	24/111828
Closing Date:	Monday 20 May 2024
Salary:	£37,841 - £45,148 per annum
Anticipated Interview Date:	Thursday 20 June 2024
Duration:	Two Years

JOB PURPOSE:

To contribute to the design and delivery of teaching and learning on core language modules in Spanish on the BA undergraduate programmes with a particular focus on spoken language and specialist language strands such as Business and Legal Spanish and practical preparation for the Year Abroad. The successful applicant will be a native Spanish speaker, with excellent communication skills in both English and Spanish. The postholder will be expected to participate in the design, delivery and administration of language-based activities to enhance the student experience, and support students' language learning at all stages of the undergraduate degree. The role will be concentrated during core teaching periods with expectations that leave entitlement will be taken predominantly outside of term time.

MAJOR DUTIES:

Teaching:

1. Delivery of up to 20 contact hours of teaching per week during teaching weeks;
2. As a native speaker select learning resources in Spanish that will form the basis of spoken language classes and design activities based around those resources;
3. Deliver and update learning resources for specialist language classes focusing on Business and Legal Spanish;
4. Update a programme of language classes aimed at preparing students for their Year Abroad, taking into account changing circumstances;
5. Assist with the design of course materials, in accordance with learning objectives, including taking responsibility for creating additional online learning resources via the University's VLE, such as grammar quizzes, activities relating to audio-visual materials etc.;
6. Have input into the design and organization of assessments, mark assessments using established criteria, prepare students for assessments by providing tailored support, and provide timely and constructive feedback;
7. Work as part of the academic team in Spanish, including assuming delegated oversight of specific strands within the core modules and provision of class activity plans to other tutors;
8. Keep up to date with developments in teaching methods, using these to inform teaching practices and to reflect on own teaching practices, as part of a community of language teachers.

Administration/Contribution to the Community:

1. Attend relevant Subject and School level meetings including exam boards;
2. Enhance the student experience by, for example, communicating with the student societies, attending Student Voice committee meetings, and contributing to the implementation of NSS strategies;
3. Contribute to recruitment by, for example by participating in open days, school visits, and induction events, or preparing information packs for incoming students;
4. Help to prepare students going on their year abroad by, for example, developing tailored learning resources;
5. Identify and develop opportunities for enhancing the student experience using new technologies as appropriate, including the experience of students who are currently on their Year Abroad.

ESSENTIAL CRITERIA:

1. Native Spanish speaker;

2. Near native proficiency in spoken and written English;
3. An honours-level undergraduate degree (B.A. or equivalent) in an area of the Arts, Humanities and Social Sciences, or equivalent;
4. Proven experience of effectively teaching Spanish language at HE or FE level, including evidence of having undertaken a portfolio of activities relating to the teaching of Spanish language;
5. Experience in delivering timely and constructive feedback to students, in line with established assessment criteria;
6. Experience using technologies such as virtual learning environments to provide an enhanced experience for language learners;
7. Excellent interpersonal skills with experience of working effectively as part of a team;
8. Ability to contribute to the design of course materials and to plan and organise the delivery and assessment within established courses.

DESIRABLE CRITERIA:

1. A postgraduate qualification in Teaching Spanish as a foreign language, or cognate field;
2. Experience of teaching specialist Legal and Business/Professional Spanish courses;
3. Experience delivering a programme of language classes.