



Candidate Information

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| Position: | Camoes Language Teaching Fellow in Portuguese (part-time 0.4FTE) |
| School/Department: | School of Arts, English and Languages |
| Reference: | 24/112156 |
| Closing Date: | Monday 2 September 2024 |
| Salary: | £39,922 per annum |
| Anticipated Interview Date: | Friday 13 September 2024 |
| Duration: | 3 years |

JOB PURPOSE:

To promote Portuguese language and culture and provide students with the means to develop their knowledge in this field. To contribute to the design and delivery of teaching and learning on core language modules in Portuguese on the BA undergraduate programmes. To disseminate Portuguese language and culture through the organisation of cultural events. To recruit students to the BA undergraduate programmes in Portuguese. The successful applicant will be a native speaker of European Portuguese, with excellent communication skills in both English and Portuguese. The postholder will be expected to contribute 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. Deliver up to a maximum of 8 contact hours of teaching per week during teaching weeks.
2. As a native speaker select learning resources in Portuguese that will form the basis of language classes and design activities based around those resources.
3. 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.
4. 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.
5. Work as part of a team and contribute to the curriculum development within modules on the Portuguese undergraduate programme.
6. Keep up to date with developments in teaching methods, and engage with scholarship on language learning pedagogy, using these to inform teaching practices and to reflect on own teaching practices, as part of a community of language teachers.
7. Keep up to date with current affairs that relate to Portuguese language and culture.

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. Make a significant contribution to outreach and recruitment activities by, for example, participating in open days, school visits, and induction events, or preparing information packs for incoming students.
4. Identify and develop opportunities for enhancing the student experience using new technologies as appropriate.
5. Organise activities and events that will provide students with the means to deepen their knowledge in the area of Portuguese language and culture.

ESSENTIAL CRITERIA:

1. Native speaker of European Portuguese.
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 teaching Portuguese language at HE or FE level, including evidence of having undertaken a portfolio of activities relating to the teaching of Portuguese 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.
9. Availability to work outside of normal working hours, with appropriate planning, for example to attend Open Days or participate in other recruitment activities.

DESIRABLE CRITERIA:

1. A postgraduate qualification in Teaching Portuguese as a foreign language, or cognate field.
2. Experience of delivering a programme of language classes.
3. Experience of event organisation and/or outreach activities.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to Dr Tori Holmes at t.holmes@qub.ac.uk