



Candidate Information

Position:	Lecturer (Education) in Spanish (Maternity Cover)
School/Department:	Education (AEL)
Reference:	20/108304
Closing Date:	Monday 10 August 2020
Salary:	£36,914 - £40,322 per annum
Anticipated Interview Date:	Tuesday 25 August 2020
Duration:	10 months

JOB PURPOSE:

To teach at undergraduate level in the Subject Area of Spanish, contributing both to language and research-led contextual studies modules. To contribute to Subject Area and School administration/outreach activity.

MAJOR DUTIES:

Teaching:

1. Design and deliver teaching and assessment activities for research-led contextual studies modules including lectures, seminars, setting/marking coursework.
2. Contribute to the design and delivery of research-led, team-taught modules, including lectures, setting/marking coursework.
3. Contribute to Spanish language classes including delivery of text-based classes (translation and composition), overseeing the grammar workshop, setting/marking coursework and exams, and updating of materials as required.
4. Undertake the role of year abroad coordinator for Spanish responsible for the administration of the year abroad module SPA3050 and preparing Level 2 students to go abroad in 2021/2 including overseeing applications to partner institutions and to the British Council.
5. Oversee the 'virtual year abroad' experience including designing a series of worksheet based activities for a "virtual year abroad" suitable for online learning and coordinating oral classes.
6. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
7. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
8. Plan and develop independent teaching contributions and contribute to the design or revision of course units.
9. Develop appropriate teaching approaches and contribute to curriculum development.

Scholarly Activity:

1. Engage in scholarly activity e.g. participate in conferences, external funding applied for, book reviews and teaching/professional materials published.
2. Develop networking links with relevant professional bodies to ensure that own teaching reflects current best practice in own area of subject specialism.
3. Maintain and develop teaching and subject expertise.

Administration/Contribution to the Community:

1. Contribute to the School's outreach/internationalisation strategy by developing external links.
2. 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.
3. Carry out designated routine School administrative duties, including, for example, committee work, course administration, etc.
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 tutorials as agreed with Head of School/Subject Lead.
2. Design/update modules in line with in line with subject's requirements and School's teaching strategy.

3. Deliver modules online to a high standard and using appropriate software and technology to enhance delivery.

Resource Management Responsibilities:

1. Use teaching resources, laboratories and workshops as required.
2. Co-ordinate activities of teaching assistants at Level 2 and as part of the virtual year abroad as required.

Internal and External Relationships:

1. Membership of the Spanish and Portuguese Subject Board, Examination Board, School Board such committees relevant to their administrative duties.
2. Collaborate with other staff within School.
3. Involved in developing links or joining external networks to share information and ideas.
4. Contribute to the School's internationalisation programme by maintaining and establishing links with partner institutions in Spain and with the British Council.

ESSENTIAL CRITERIA:

1. Have or be about to obtain a PhD in a relevant field of Spanish or Spanish-American Studies.
2. Teaching experience delivering Spanish language classes at third level.
3. Teaching experience delivering relevant contextual / research-led teaching at third level.
4. Ability to design course materials and to plan and organise the delivery and assessment of taught courses in own specialism.
5. Familiarity and/or experience with online teaching methods and delivery.
6. Ability to contribute fully to the broader administrative activities of the subject area and the School of Arts, English and Languages.
7. Native or near native fluency in Spanish. Native speakers of Spanish should have near native fluency in English.
8. Must demonstrate ability to communicate complex information clearly.
9. Must demonstrate high level of analytical capability.
10. Must demonstrate balanced judgement.
11. Must demonstrate ability to encourage commitment to learn in others.
12. Ability to work as part of a team.
13. Effective interpersonal skills to liaise with students and colleagues.
14. Ability and willingness to engage in cross-School activities.

DESIRABLE CRITERIA:

1. Expertise in literary/cultural/film studies and in post 1800 peninsular Spanish studies.