

## THE POST

<b>College:</b>	College of Humanities <a href="http://humanities.exeter.ac.uk/">http://humanities.exeter.ac.uk/</a>
<b>Post:</b>	Lecturer in Portuguese Studies (Education and Scholarship)
<b>Reference No:</b>	P54938
<b>Grade:</b>	F
<b>HERA:</b>	TF
<b>Reporting To:</b>	Head of Modern Languages

The above full-time post is available from 1<sup>st</sup> January 2017 to 30<sup>th</sup> June 2017 in the College of Humanities.

### Job Description

#### **Main purpose of the job:**

You will have responsibility for the design, development and production of teaching and learning material and deliver Portuguese language modules; take sole responsibility for the established second year module Portuguese as a Global Language (some syllabus changes are possible) and prepare electronic learning materials. You will work with colleagues in Portuguese, Modern Languages and the Director of Education to ensure the efficient and effective delivery of teaching programmes in accord with the College's education strategy and implementing the External Affairs strategy. You will also contribute to the development and implementation of innovative teaching practices across the College.

#### **Main duties and accountabilities:**

1. Use appropriate teaching, learning support and assessment methods, supervise student projects and the academic elements of field trips, and, where appropriate, placements.
2. Identify areas where current provision is in need of revision or improvement and contribute to the planning, design and development of objectives and material.
3. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
4. Set, mark and assess work and examinations and provide feedback to students.
5. Ensure that module design and delivery comply with the quality standards and regulations of the university and College.

#### Liaison and Networking

Participate in and develop external networks, for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

#### Managing people

1. Mentor colleagues with less experience and advise on personal development
2. Co-ordinate the work of others to ensure modules are delivered to the standards required.

#### Initiative, problem-solving and decision-making

1. Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
2. Develop ideas for generating income and promoting the subject.
3. Exercise sole responsibility for the design and delivery of own modules and assessment methods.
4. Contribute to the accreditation of programmes and quality control processes.

5. Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

#### Planning and managing resources

1. As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
2. Be responsible for administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress and student attendance.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view the Lecturer (Education and Scholarship) role profiles at <http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/>

#### Person Specification

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	Possess a depth or breadth of specialist knowledge demonstrated by a PhD (or nearing completion) in Portuguese Studies, or equivalent, of the core knowledge relating to Portuguese Studies in order to teach and support learning of language and culture	Associate Fellow of the HEA
Skills and Understanding	Possess an in-depth understanding of Portuguese language and culture, including native or near-native language skills. Evidence of excellent teaching identified by peer review and have made an impact at discipline programme level beyond their own teaching	
Prior Experience	Have experience of teaching, curriculum development and quality management and enhancement in an HE environment. Have experience in developing online resources.	Experience of postgraduate teaching and supervision.
Behavioural Characteristics	Excellent written and verbal communication skills. Able to communicate complex and conceptual ideas to a range of groups. Able to identify potential sources of funding. Able to participate in and develop external networks. Be able to demonstrate independent and self-managing working styles Have knowledge of tertiary education and be able to use a range of delivery techniques to enthuse and engage students	

#### Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Prof. Ulrike Zitzlsperger, Director of Education, telephone (01392) 724346 or email [u.c.zitzlsperger@exeter.ac.uk](mailto:u.c.zitzlsperger@exeter.ac.uk).

## **Additional Information Relating to the Post**

### **Salary**

Salary will be circa £33,943 per annum pro rata subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

### **Hours of work**

Full time appointments are contracted to work 1600 hours per year (to include appropriate allowances for preparation, assessment, delivery and keeping abreast of their discipline), to suit the requirements of the College, as notified by the College Dean. The hours of part-time staff are specified in the letter of appointment.

### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

### **Professional Development Programme**

New Lecturers at the University of Exeter are appointed to a Professional Development Programme providing for

- confirmation of appointment within three years (probation) and
- progression to Senior Lecturer within a further two/three years after confirmation of appointment.

For further details of the probation and progression criteria and process see the Exeter Academic website <http://www.exeter.ac.uk/staff/exeteracademic/>.

On confirmation of appointment you will receive an additional increment within grade F and you will proceed to grade G on progression to Senior Lecturer.

The PDP applies to both open-ended Lecturer appointments and fixed term appointments, to ensure that the progress and performance of fixed term Lecturers is assessed against the same standards and expectations which apply to open ended Lecturers. An extension to your fixed term appointment, or appointment to an open-ended Lectureship, will only be considered if you are making progress consistent with these PDP targets.

There will be accelerated incremental progression after three and five years subject to satisfactory performance.

### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. For details on the scheme please go to the <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. More information about the USS scheme can be found at [www.uss.co.uk/members](http://www.uss.co.uk/members). The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme and if you wish to do so, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **2<sup>nd</sup> November 2016**.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.