

Job Details

Position:	Lecturer (Education) In Portuguese/Lusophone Studies
School/Department:	School of Arts, English and Languages
Reference:	17/105524
Closing Date:	Monday 5 June 2017
Salary:	£32,004 - £41,709 per annum (including contribution points)
Anticipated Interview Date:	Week commencing 26 June 2017
Duration:	10 months

JOB PURPOSE:

To teach at undergraduate and postgraduate level, and to contribute to School administration/outreach activity.

MAJOR DUTIES:

Teaching:

1. Deliver teaching and assessment activities within own area of specialism including lectures, setting/marking coursework, to undergraduates and postgraduates.
2. Assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
3. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
4. Plan and develop independent teaching contributions and contribute to the design or revision of course units.
5. Help to develop appropriate teaching approaches and contribute to curriculum development.

Scholarly Activity:

1. Engage in scholarly activity e.g. attending and contributing to school seminars.

Administration/Contribution to the Community:

1. Contribute to the School's outreach strategy.
2. Provide pastoral care for students within own area (e.g. as Personal Tutor) to ensure that all issues are dealt with in a timely, sympathetic and effective manner.
3. Carry out designated School administrative duties, including, for example, committee work, course administration etc. as appropriate to stage of career.
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 mentor and/or Head of School.
2. Design modules in line with the teaching strategy of the subject area and School.
3. As module leader, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.

Internal and External Relationships:

1. Member of the School Board and Examination Board and such committees relevant to administrative duties.
2. Collaborate with other staff within School.
3. Participate in and/or develop networks, contribute to student recruitment, and to build relationships for future activities.

ESSENTIAL CRITERIA:

1. Primary degree including at least Joint Hons or equivalent in Portuguese.
2. Hold or about to complete a PhD in Lusophone Studies (Completion date June 2017).
3. Evidence of language teaching experience at tertiary level.
4. Ability to deliver research-led specialist teaching at all levels of the curriculum.

5. Ability to design course materials and to plan and organise the delivery and assessment of taught courses in Lusophone Studies.
6. Ability to contribute fully to the Portuguese Studies Curriculum at UG and PG levels.
7. Ability to contribute fully to the broader administrative activities of the subject area and the School of Arts, English and Languages.
8. Native or near native fluency in Portuguese.
9. Native speakers of Portuguese should have near native fluency in English.
10. Must demonstrate:
 - Ability to communicate complex information clearly;
 - High level of analytical capability;
 - Balanced Judgement;
 - Interpersonal skills.
11. Ability to work as part of a team.
12. Ability and willingness to engage in cross-School activities.

DESIRABLE CRITERIA:

1. Working towards PGCHET and/or experience of professional development courses in teaching; membership of an appropriate professional and/or teaching body e.g. HEA.
2. Research relating to Portugal, Portuguese-speaking Africa or Portuguese-speaking Asia.
3. Evidence of research-led teaching.