

## THE POST

<b>College:</b>	Humanities ( <a href="http://humanities.exeter.ac.uk/">http://humanities.exeter.ac.uk/</a> )
<b>Post:</b>	Associate Lecturer in Portuguese (Education & Scholarship)
<b>Reference No:</b>	R46848
<b>Grade:</b>	E
<b>HERA:</b>	ATF
<b>Reporting To:</b>	Director of Language
<b>Responsible For:</b>	-

The above fixed term (12 months), part time (50% FTE) post is available from 1<sup>st</sup> September 2015 until 31<sup>st</sup> August 2016 in the College of Humanities.

### **Job Description**

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

You will be responsible for teaching up to 13 language hours per week that form part of specialist undergraduate language degree programmes from beginner to final year degree level. You will have responsibility for supporting the design, development and production of teaching and learning material and deliver across a range of Portuguese language modules. You will work with colleagues, the Director of Studies, and the Director of Language Teaching to ensure the efficient and effective delivery of teaching programmes in accordance 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. Teach as a member of a teaching team within the Portuguese programme of study.
2. Teach in a variety of settings from small group tutorials to large lectures, ensuring content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions.
3. Develop own teaching materials (including e-learning material), methods and approaches.
4. Supervise the work of students, provide advice on study skills and help them with learning problems.
5. Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students.
6. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
7. Supervise students' projects under guidance and supervision.
8. Attendance at Departmental meetings.
9. Engage in continuous professional/staff development and training.

#### **Liaison and Networking**

The post holder will build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration and join appropriate external networks to share information and ideas.

#### **Managing people**

Manage own teaching, scholarly and administrative activities and supervise students' fieldwork and placements.

Initiative, problem-solving and decision-making

1. Deal with problems which may affect the delivery of own teaching and contribute to decisions affecting the work of the team.
2. Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities.
3. Share responsibility in deciding how to deliver modules and assess students.
4. Contribute to collaborative decision making with colleagues on academic content, and on the assessment of students' work.

Planning and managing resources

1. Plan own day-to-day activity within the framework of the agreed programme.
2. Co-ordinate own work with that of others to avoid conflict or duplication of effort.
3. Contribute to the planning of teaching programmes.
4. Use teaching resources and facilities as appropriate.
5. Plan and manage own teaching and tutorials.

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 Associate Lecturer (Education and Scholarship) role profiles <http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/>

**Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	Portuguese native or near native competence with excellent command of English  University graduate in a relevant discipline  A recognized teaching qualification or appropriate recognised training in foreign language teaching or comparable experience	Graduate in a language-related subject
Skills and Understanding	Possess and maintain sufficient breadth or depth of specialist knowledge in Portuguese language and of teaching methods and techniques to work within own area Possess sufficient breadth or depth of specialist knowledge in Portuguese to work within established teaching programmes Excellent written and verbal communication and organisational skills in both Portuguese and English	
Prior Experience	Evidence of successful engagement with undergraduate students  Experience of teaching Portuguese as a foreign language in HE at all levels (A1 to C1/2 of Common European Framework)  Experience of contributing to the	

	<p>planning and design of teaching and testing materials (including e-assessment).</p> <p>Experience of using a virtual learning environment to support and enhance student learning</p>	
Behavioural Characteristics	<p>Excellent written and verbal communication skills</p> <p>Able to communicate material of a specialist or highly technical nature</p> <p>Able to liaise with colleagues and students</p> <p>Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.</p> <p>Able to identify potential sources of funding</p> <p>Engage in continuous professional development</p> <p>Be able to engage the interest and enthusiasm of students and inspire them to learn</p> <p>Develop familiarity with a variety of strategies to promote and assess learning</p> <p>Understand equal opportunity issues as they may impact on academic content and issues relating to student need</p>	
Circumstances	Be available to teach from 1 <sup>st</sup> September 2015	

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Dr Sonia Cunico, Director of Language Teaching, e-mail [s.cunico@exeter.ac.uk](mailto:s.cunico@exeter.ac.uk) or telephone (01392) 724227.

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

#### **Salary**

Salary will be circa £25,513 pro rata on Grade E 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**

Hours of work will be 18.25 hours per week worked by arrangement with your line manager.

#### **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>.

#### **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. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at [www.uss.co.uk](http://www.uss.co.uk). **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** 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; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information. Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

### **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 **13 August 2015**.

### **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.