

Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.

Job Title:	Associate Tutor in Portuguese
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Background Information/Relationships

The post holder will be required to teach Portuguese beginners and post-beginners classes (A1 – A2) on three different programmes in the School of Literature and Languages: two 3-hour modules (beginners and post-beginners) on the undergraduate degree programme (1 per semester), two year-long modules (beginners and post-beginners) on the University's institution-wide language programme (Global Graduate Award in Languages), and two 3-term classes on the Evening Language Courses programme (beginners and post-beginners/pre-intermediate).

The post holder will be required to perform the assessment and administrative duties associated with this role.

The post holder will also participate in team meetings and staff training sessions. Participation/attendance will be remunerated.

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile.

	Essential/ Desirable
First degree in a relevant subject area, e.g. Portuguese Language / Literature / Translation / Applied Linguistics or equivalent.	E
Master's degree in a relevant subject area, e.g. Portuguese Language / Literature / Translation / Applied Linguistics or equivalent.	D
Qualification in teaching Portuguese as a Foreign Language, or other appropriate teaching qualification.	E
Experience of teaching Portuguese as a Foreign Language.	E
Experience of teaching in Higher Education.	D
Experience of teaching on UG degree and IWLP programmes in Higher Education.	D
Knowledge of current trends in MFL teaching and in teaching Portuguese as a Foreign Language.	E
Special Requirements	Essential/ Desirable
The post holder is expected to be available for teaching on a Wednesday afternoon during term time, and work outside normal office hours including evening classes from 7-8.30 pm.	E

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

Contribute to the delivery of Portuguese language classes on the University's UG programmes in modern foreign languages, the University's IWLP (GGA), and the Evening Language Course programme, and perform all associated assessment and administrative duties involved in these programmes.

- Teaching of the required syllabus using the prescribed textbook(s) and other appropriate course materials
- Engaging with and updating of the Surrey VLE as required
- Monitoring student attendance, and keeping attendance registers up-to-date; liaising if required with Programme Director(s) and programme administration on student attendance issues
- Setting, collecting, correcting and marking homework and coursework, and providing written and oral feedback
- Invigilating class tests, conducting and marking oral examinations, and marking written examination scripts of own students
- Attending staff meetings and other language team meetings as required, and participating in the Open Evenings
- Completing all mandatory training courses required to comply with University policy for associate tutors
- Communicating regularly with the Programme Director(s), and with colleagues across the languages team and within level groups