



RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

Please complete the short on-line application form and attach the following 3 documents:

- a) A covering letter setting out how you meet the requirements of the role as set out in the person specification.
- b) A full curriculum vitae (CV) including any publications. You should provide information on the range and content of your teaching and supervision experience, as well as on curriculum development.
- c) An education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education and how it draws on pedagogical research. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.

Shortlisting is undertaken by a panel after the closing date on the basis of information provided and failure to upload the requested documents will result in an application being rejected.

We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [AccessAble](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 1 March 2020

Interviews are planned for: 25 March 2020

Expected start date: 1 July 2020, or as soon as possible thereafter





UNIVERSITY OF ESSEX
JOB DESCRIPTION

Job Title and Grade:	Lecturer (ASE); Grade 8
Contract:	Permanent, full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£33,797 - 40,322 per annum
Department/Section:	Language and Linguistics
Responsible to:	Head of Department (HoD)
Purpose of role:	To direct and deliver modules in Spanish/Portuguese at Undergraduate level and Translation, Interpreting and Subtitling at Postgraduate level. To supervise UG and PGT projects and dissertations, in addition to contributing to the successful administration and management of the department.

CONTEXT

Our linguistics expertise covers Theoretical and Descriptive linguistics, Applied linguistics, Sociolinguistics, Psycholinguistics, TESOL and Translation, Interpreting and Subtitling. We offer a wide range of languages including French, German, Spanish, Italian and Portuguese that can be taken at degree level from beginners to advanced levels following the Common European Languages Framework.

KEY RESPONSIBILITIES OF THE POST

- To contribute to excellence in education by designing and delivering teaching and providing learning support, at undergraduate and postgraduate levels (e.g. curriculum development and review, assessment and feedback, research supervision, etc.) as agreed with the HoD.
- To undertake leadership duties related to education appropriate to career stage as may be reasonably required by the HoD.
- To enhance the scholarly reputation of the Department and the University by contact with the wider academic community and participation in knowledge exchange activity.
- To contribute expertise and knowledge to departmental and/or institutional initiatives as directed by their Head of Department.

MAIN DUTIES OF THE POST

Education

- To engage effectively in substantive teaching and learning support roles in the Department, and develop a broad understanding of how such activities support student learning.
- To design, plan and deliver learning (modules, programmes of study, etc.) in creative and innovative ways appropriate to the subject area and level, taking into account departmental action planning and priorities.

- To deliver and support learning activities (modules, programmes of study, etc.) in stimulating and inclusive ways appropriate to the subject area, level, range of learners and learning environment.
- To select appropriate methods of assessment and feed back to learners (UG, PG, work-based, etc.) in evidence-informed ways appropriate to the subject and level.
- To supervise student projects, fieldwork and placements.
- To gain Fellowship of the Higher Education Academy within their probationary period (usually three years for permanent posts).
- To support faculty and departmental quality assurance procedures and quality enhancement initiatives to ensure that teaching and learning support meets the standards expected within a research-led university.

Leadership and Citizenship

- To be proactive within the Department and engage in activities beyond your own education duties, (e.g. open days, staff meetings, working groups and relevant committees), as may be reasonably required by the Head of Department.
- To participate in knowledge exchange activity through the development of internal and external networks, and establish links with relevant academic and professional bodies, contracts and employers.
- To collaborate with colleagues on course development and curriculum changes as appropriate to career stage.
- To ensure knowledge and skills relevant to the profession are up-to-date and applied in education and research, and that the implications of quality assurance and quality enhancement for professional practice with a particular focus on teaching are fully understood and enacted where required.
- To engage in continuing professional development in relevant subjects/disciplines and your pedagogy, incorporating the outcomes from research, scholarship and the evaluation of professional practice.

Scholarship and Professional Practice

- To incorporate subject and pedagogic research and/or scholarship into learning and assessment as part of an integrated approach to academic practice.
- To contribute to your individual field of expertise as appropriate to the discipline and career stage.
- To conduct individual or collaborative scholarly research projects as appropriate to the discipline and career stage.
- To reflect on the practice and the development of teaching and learning skills within specific contexts.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

TERMS OF APPOINTMENT

For a full description of the terms of appointment for this post please visit:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

UNIVERSITY OF ESSEX
PERSON SPECIFICATION

JOB TITLE: Lecturer (ASE); Grade 8	POST REF: REQ03602
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QUALIFICATIONS / PROFESSIONAL RECOGNITION	Essential	Desirable
■ Relevant postgraduate degree	X	
■ Fellowship of the Higher Education Academy or the ability to gain professional recognition at this or a higher level if appropriate.	X	
■ Professional qualification in translation, interpreting and/or subtitling.		X
EXPERIENCE/KNOWLEDGE	Essential	Desirable
■ Experience of working independently in teaching at undergraduate and/or postgraduate levels, or demonstrable potential to engage in teaching and learning support in engaging and innovative ways.	X	
■ Experience of contributing to designing and planning learning activities, developing effective learning environments (face to face and/or virtual) and approaches to student support and guidance.	X	
■ Sustained engagement in continuing professional development in relevant subjects/disciplines and their pedagogies, incorporating research, scholarship and the evaluation of professional practices.	X	
■ Understanding of / willingness to engage with the implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching.	X	
■ Nativelike ability in Spanish and/or Portuguese with an advanced proficiency in English.	X	
■ Experience of teaching Translation, Interpreting and/or subtitling within higher education.	X	
■ Recent experience in translation, interpreting, subtitling or other professional language skill.	X	
■ Experience of teaching Spanish and/or Portuguese within higher education.	X	
■ Recent experience in using audio-visual and digital/CAT tools for language learning.	X	
SKILLS/ABILITIES	Essential	Desirable
■ The ability and willingness to complement and enhance the department/school's education strengths and areas of planned development.	X	
■ The ability and willingness to engage in knowledge exchange and outreach activities.	X	

■ A clear understanding of how students learn both generally and within their subject/disciplinary area(s) and the ability to apply this understanding to their own practice.	X	
■ A commitment to the on-going evaluation of their own teaching and an ability to do this effectively, with the support of others where appropriate.	X	
■ Strong communication skills, both written and verbal.	X	
■ Ability to collaborate with colleagues on course development, curriculum changes and module delivery.	X	
■ An appreciation of the value of appropriate technologies and an ability and/or willingness to deploy these when relevant.		X

PROFESSIONAL VALUES	Essential	Desirable
■ A commitment to helping develop dynamic communities of research and education at the University.	X	
■ A strong and well-articulated commitment to the University's values and mission to deliver excellence in both education and research (integrated academic practice).	X	
■ A commitment to respect individual learners and diverse learning communities and to promote participation in higher education and equality of opportunity for all learners via student-centred practice.	X	
■ A commitment to using evidence-informed approaches and the outcomes from research, scholarship and continuing professional development in their academic practice.	X	
■ An acknowledgement of the wider context in which higher education operate.	X	
■ A willingness to participate in extra curricula departmental activities (e.g. events supporting recruitment, welcome and employability).	X	
ELIGIBILITY	Essential	Desirable
■ The ability to meet UK 'right to work' requirements*.	X	

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University **may not be able to** issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

ADDITIONAL INFORMATION

Department

You can find more information about the department at the following link:

<https://www.essex.ac.uk/departments/language-and-linguistics>

You can find more information about our Faculty of Social Sciences at the following link:

<https://www.essex.ac.uk/about/faculty-of-social-sciences>

Our Strategy

Please find a link to our Strategy webpages below:

<https://www.essex.ac.uk/about/university-strategy>

General information

Informal enquiries may be made to Monika Schmid, Head of Department (email mschmid@essex.ac.uk). However, all applications must be made online.

At the University of Essex we use consistent language and terminology that articulates more clearly the responsibilities for education, research and leadership/citizenship associated with each academic role. This will help new colleagues to understand the University values from the moment they engage either as an applicant or new colleague, and help them to understand the future career pathways available to them as they become more established in their role.

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

Benefits

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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