



## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer in Children's Literature
<b>Department / Unit:</b>	English
<b>Job type</b>	Lecturer (Teaching Focus)
<b>Grade:</b>	RHUL 8
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<p>The Department of English at Royal Holloway is seeking to appoint a three-year fixed-term full-time lectureship, with an emphasis on Children's Literature, although an interest in creative writing is desirable.</p> <p>To teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of teaching. The postholder will undertake teaching and scholarship in line with their departmental strategy, leading to a growing reputation in their fields of expertise. They will also be required to contribute to the academic administration of the department.</p>	
<b>Key Tasks</b>	
<p><b>1. Education</b></p> <ol style="list-style-type: none"> <li>a) Design and deliver high quality teaching across courses/modules to all levels of undergraduate and postgraduate students through lectures, tutorials, supervisions, practical and seminars, as appropriate. This may include delivery by distance learning or travel between our two campuses.</li> <li>b) Design and deliver sound and where appropriate innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate. Develop the ability of students to engage in critical discourse, articulate self-expression, and reasoned argument.</li> <li>c) Plan and deliver high quality teaching and feedback using a range of techniques to inspire and engage students.</li> <li>d) Identify learning needs of students and define appropriate learning objectives.</li> <li>e) Design and develop teaching materials, independently or in collaboration as required.</li> <li>f) Supervise the work of students, including field trips / placements where appropriate.</li> <li>g) Undertake and complete administrative duties required in the professional delivery of teaching.</li> <li>h) Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.</li> <li>i) Undertake Personal Advisor and Academic Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.</li> <li>j) Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.</li> </ol>	

- k) Engage in teaching initiatives, whether internally or externally, and in continuous professional development within and/ or outside the University.
- l) Develop and engage with professional values linked to respect for diverse learners, widening access, evidence-based approaches, and acknowledgment of the broader context of higher education

## **2. Leadership, Enhancement, External Engagement, and Impact**

- m) Attend and contribute to departmental, School and University meetings.
- n) Participate in undergraduate and postgraduate recruitment, where required.
- o) Take on roles related to the management of teaching in the department, and/or participate in department, School or University working groups or Committees, as required.
- p) Engage in departmental activities such as attendance at open days or departmental UCAS and Postgraduate Open Evenings.
- q) Advise and provide support to less experienced colleagues.
- r) Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- s) Participate in external networks, for example to contribute to student recruitment, be active in learned societies and/or professional bodies, undertake external examining, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

## **3. Scholarship**

- t) Develop a high level of contributions to the discipline with outputs appropriate to the subject.
- u) Maintain an active personal pedagogic research and scholarship plan consistent with the School of Humanities Research Strategy.
- v) Make a positive contribution to appropriate research groupings and centres.
- w) Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- x) Present at conferences and/or exhibit work at other appropriate events.
- y) Supervise research students in line with disciplinary norms.
- z) Develop links with external contacts to foster collaboration and generate income.
- aa) Contribute to peer assessment.

## **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate (consistent with the status and grading of the post) and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

## **Internal and external relationships**

The following list is not exhaustive, but the post holder will be required to liaise with:

**Internal:** Colleagues in the department the School and the University; together with members of the University research catalysts. Such colleagues could include: the Head of Department, Director of Teaching, Director of Research/Knowledge Exchange, Directors of Graduate Studies (Research and Taught), Director of Student Experience, Department Senior Tutor, Exams Officer, School Manager,

Executive Dean, members of the Senior Management Team and members of department and University Professional Services Teams

**External:** National and international research colleagues and networks; schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations, and other possible outreach partners as appropriate, Employer Advisory Boards, Research Councils, Professional Bodies and external professional and alumni networks.

**ROYAL HOLLOWAY**

**University of London**

**PERSON SPECIFICATION**

**POST TITLE: Lecturer in Children’s Literature**

<b>CRITERIA</b>	<b>ESSENTIAL (E) or DESIRABLE (D)</b>	<b>TESTED BY (Application Form, Interview, Test, Presentation etc)</b>
<b>QUALIFICATIONS AND TRAINING</b>		
Have been awarded a PhD or have passed their viva voce with minor amendments by the application deadline and have been awarded their PhD by the fellowship start date of 01/09/24	<b>E</b>	Application form
HE Academy or qualification in teaching, or other evidence of training for teaching at HE level.	<b>D</b>	Application form
<b>SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE</b>		
Experience in high quality teaching at undergraduate and postgraduate level and related topics.	<b>E</b>	Application form
Proven ability to manage own teaching, research and administrative duties.	<b>E</b>	Interview
Ability to use a range of media including computer software such as PowerPoint, Mentimeter and Virtual Learning Environments to facilitate learning and remote teaching	<b>E</b>	Application form
Experience in supervising projects at undergraduate and/or postgraduate level	<b>D</b>	Interview
Experience of leading programmes or other experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	<b>D</b>	Application form

<b>PERSONAL AND INTERPERSONAL QUALITIES</b>		
Successful development of relationships with external individuals and agencies.	<b>E</b>	Application form
Effective teamworking skills.	<b>E</b>	Interview
Strong commitment to enabling students from a diverse range of backgrounds, educational experiences, and attainment levels to flourish	<b>D</b>	Interview
Organisational skills to deliver management and administrative responsibilities implementing University and School strategies, support the academic mission or to develop projects.	<b>D</b>	Interview
Excellent communication and presentation skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues and external audiences.	<b>E</b>	Interview
<b>CAPACITY FOR CAREER DEVELOPMENT</b>		
A commitment to continuous personal development.	<b>E</b>	Interview