



JOB DESCRIPTION

Job Title:	Language Tutor in Classical Greek and Latin
Department / Unit:	Department of Classics
Job type	Professional Services
Grade:	RHUL 6
Accountable to:	Head of Department
Accountable for:	n/a
Purpose of the Post	
<p>To teach and supervise at undergraduate and postgraduate level modules in the acquisition of Greek and Latin language.</p> <p>The appointee will be expected to have a proven record of excellence in teaching Classical Greek and Latin, or, in the case of early-career candidates, relevant experience and demonstrable potential. The appointee will be expected to play a full and active role in teaching in the Department of Classics. They will be required to teach, convene, and examine undergraduate and postgraduate modules in Latin and Greek, to contribute to administrative duties, and to attend relevant meetings and committees as required. They will work closely with other academic staff, in areas including curriculum design, lesson planning, and the development and implementation of learning technologies.</p> <p>The role holder is expected to engage with developments in the discipline to ensure that they remain up to date with best practice.</p> <p>The key objectives for a Language Tutor are as follows:</p> <ul style="list-style-type: none"> • To convene and deliver high quality modules, and to support language teaching on undergraduate and postgraduate programmes. • To play a significant role in departmental and University activities including departmental administrative duties as required. 	
Key Tasks	
<p>Teaching</p> <ul style="list-style-type: none"> • To teach and convene a range of Greek and Latin modules at all levels in undergraduate and postgraduate programme (up to 360 hours per year). • To set exam papers and undertake marking and examining for these courses. 	

- To update the course materials for all language courses for which they are the convenor: course booklets and specifications, Moodle, textbooks and reference books.
- To employ a range of technologies and a virtual learning environments to facilitate learning and to maintain the virtual learning environment to required standards
- To co-operate closely with other academic staff in the planning of the language curriculum.

As the needs of the University change so the above job profile, duties and location of the role within the University will be adjusted accordingly in consultation with the post holder.

Administration

- To carry a fair share of the administrative work related and necessary to the smooth running of language teaching in Classics, including the setting and marking of assessments.
- To serve as appropriate on Department committees and fulfil related administrative functions as designated by the Head of Department.
- To be responsible for continuing own professional development in keeping up to date with developments in subject area, teaching methods and techniques.
- Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- Engage in Department activities such as attendance at Open Days and Applicant Visitor Days

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 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:

- Head of Department, Department Undergraduate Education Lead
- Other members of staff within the department, School and University.
- Executive Dean of the School, Vice Dean Education & Student Experience, Vice Dean EDI
- Students

ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

Post Title: Language Tutor in Classical Greek and Latin

Department: Classics

Post Reference:

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
QUALIFICATIONS AND TRAINING		
Educated to Master's degree level (or equivalent) in a relevant subject	E	Application Form
Educated to PhD level in a relevant field	D	Application Form/Interview
A recognised teaching in HE qualification /training	D	Application Form/Interview
Experience of studying Latin and Greek to advanced level	E	Application Form/Interview
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		
Ability to teach Latin and Greek to beyond intermediate levels	D	Application Form/Interview
Experience of planning and delivering high quality teaching of Latin and Greek at undergraduate level	D	Application Form/Interview/presentation
Ability to create and develop appropriate course materials	D	Application Form/Interview
Ability to use a range of media including computer software, such as Powerpoint, and virtual learning environments to facilitate learning	D	Interview
Ability to motivate and inspire students at a range of levels to engage in academic study	E	Interview
Experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	E	Interview
PERSONAL AND INTERPERSONAL QUALITIES		
Excellent communication skills in English, both written and verbal	E	Interview
Excellent organisational skills, including punctuality	E	Interview

Experience of managing and prioritizing own work and working to deadlines	E	Interview
A commitment to continuous personal development	D	Application form/Interview