JOB DESCRIPTION

Job Title: School-wide Language Coordinator
Department / Unit: School of Modern Languages, Literatures and Cultures
Grade: 8
Accountable to: Head of School
Responsible for: Leading, managing and developing our language tutors and shaping the organisational structures to support excellent teaching. Delivering language teaching, convening language courses and supporting language teaching within the School of Modern Languages, Literatures and Cultures.

Purpose of the Post
You will have a proven record of excellence in teaching French and/or Italian, and clear potential to motivate, lead, and develop our language tutors and shape the organisational structures to support excellent teaching.

You will bring expertise in modern languages teaching policy and practice, and will be expected to play a full and active role in teaching in the School of Modern Languages, Literatures and Cultures. You will be required to teach, convene, and examine undergraduate courses in French and/or Italian at all levels, to contribute to administrative duties, and to attend relevant meetings and committees as required.

You will work closely with the Director of Teaching and Programme Directors of the four languages taught in the School at degree level (French, German, Italian and Spanish) in areas including curriculum design, student support, and the development and implementation of learning technologies. You will work with the Head of School to support the delivery of the extra-curricular 'Languages for All' programme.

Key Tasks
Administration
- Lead the School’s language tutors team
- Develop and lead the ongoing harmonization of practices in language teaching, assessment, and student support in the School
- Develop with the Director of UG Teaching a strong vision for language teaching and support in the School
- Develop and support the continuous professional development of the School’s language tutors both in house and externally
- Develop and support outreach and recruitment activities, including working closely with the Admissions Tutor to staff and support Open Days and Applicant Visits
- Work closely with the School Manager and Head of School to manage language timetabling and staffing
- To serve as appropriate on School committees and fulfil related administrative functions as designated by the Head of School (e.g. attend School Board, reporting on language teaching matters; attend the School’s Student-Staff committee; attend and report to Learning and Teaching Committee meetings; chair regular language tutor team meetings).
- To work with the Head of School to support the delivery, development and promotion of the extra-curricular ‘Languages for All’ programme
- To take on the role of Deputy Chair of the Sub-board of examiners or other School role consistent with the grade
- To take on other ad hoc assignments as required, consistent with the grade

Teaching

- To co-operate closely with the Director of Teaching and Programme Directors in French/German/Hispanic Studies/Italian in the development, planning and delivery of the language curriculum.
- To teach and convene a range of language courses at all levels in undergraduate degree programme courses in French and/or Italian (currently the average is 14 hours per week over 20 teaching weeks).
- To update course materials for all language courses for which you are the convenor: course booklets and specifications, course material and Moodle, continual review of textbooks and reference books
- To undertake marking and examining for these courses.

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

Duties and Responsibilities of the Post

Teaching, Learning, Student Support and Administration

1. Lead and motivate our team of language tutors
2. Develop and Support high quality language teaching in the School
3. Deliver high quality language teaching in French and/or Italian to all levels of students through lectures, seminars and tutorials
4. Support the planning, design and delivery of sound and innovative approaches to student learning, including technology enhanced language learning and teaching
5. Design and deliver sound and, where appropriate, innovative approaches to student learning
6. Plan and deliver high-quality teaching using a range of techniques to inspire and engage students
7. Identify learning needs of students and define appropriate learning objectives.
8. Design and develop own teaching materials
9. Undertake and complete administrative duties required in the professional delivery of teaching
10. Coordinate assessment of language teaching in the School
11. Set, mark, and assess work and examinations in own language area(s); select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students
12. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
13. Attend and contribute to School meetings as required
14. Assist with undergraduate recruitment
15. Engage in School activities such as attendance at Open Days and Applicant Visitor Days
16. Undertake additional duties, as required by the Head of School, consistent with the status and grading of the post

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

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