## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Lecturer in World Literatures in English (Twentieth- and/or Twenty-first Century)</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>English</td>
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<tr>
<td>Job type</td>
<td>Academic</td>
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<tr>
<td>Grade:</td>
<td>8</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Department</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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### Purpose of the Post

To deliver teaching, research and administration in the area of twentieth- and/or twenty-first century world literatures in English as well as general teaching, administration and citizenship as required.

### Key Tasks

#### Teaching
- To design and deliver high quality teaching in the area of twentieth- and/or twenty-first century world literatures in English, including lecturing and teaching on the first year 'Reorienting the Novel' course.
- To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students.
- To ensure the design and delivery of teaching meets the needs of students and working with others to identify future training needs.
- To undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for development.
- To act as personal tutor ensuring appropriate support and advice is provided.
- To actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable.
- To contribute to other areas of teaching as directed by the Head of Department in response to departmental need.

#### Research
- To develop research objectives and proposals in twentieth and/or twenty-first century literature resulting in the publication of research outputs, suitable for REF inclusion, in high quality journals or other outlets.
- To develop and submit research funding proposals to appropriate funding bodies as appropriate, working with colleagues where appropriate.
- To enhance the departmental teaching/educational agenda through application of research expertise into teaching/curriculum development and delivery.
- To effectively present research findings to a wide range of stakeholders both internal and external to the College through conferences, review meetings and other options as appropriate.
- To undertake and contribute to peer assessment as appropriate
- To supervise PhD studentships as requested

**Departmental/College Administration and other duties**
- To play a full and active part in the administration of the department and its external promotion.
- To attend and actively contribute to departmental and College meetings as appropriate.
- To assist with student recruitment.
- To participate with departmental or College working groups as required.
- To contribute to the department’s strategic planning, and, if required, contribute to College strategic planning processes.
- To advise and provide support to less experience colleagues.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post.
- To develop networks both internal and external to the College to develop research and teaching profile and funding opportunities individually and for the department, College and field of research i.e. educational bodies, specific research networks, professional bodies.
- To engage and maintain continuous professional development.

**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.

**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 and the College. Such colleagues will include: the Head of Department, Director of Teaching, Director of Research, Directors of Graduate Studies (Research and Taught), Director of Recruitment, Director of Student Experience, Department Senior Tutor, Exams officer, Department Manager, Dean of the Faculty of Arts and Social Sciences, Members of the Senior Management Team and Members of department and college Professional Services Teams.

**External**: National and international research colleagues and networks; Schools and other educational stakeholders, the media, non-HEIs in the cultural and creative sectors, governmental organisations and other possible outreach partners, as appropriate. Research Councils and Organisations.