## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Fellow in German Literature and Language</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>School of Modern Languages, Literatures and Cultures</td>
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<tr>
<td>Grade:</td>
<td>8</td>
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<tr>
<td>Accountable to:</td>
<td>Head of School</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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### Purpose of the Post

Delivering language teaching, convening language courses and supporting language teaching within the School of Modern Languages, Literatures and Cultures. The Fellow will deliver 4 hours of undergraduate courses covering modern German literature alongside 1-2 hours of German language teaching (translation from German). The courses in question are all well established and a full online module structure, including reading lists, set readings, assignment topics and pre-prepared presentations, is available for each via our online learning platform Moodle. There may be some scope for shaping course content according to preferences and areas of expertise of the appointed Fellow.

In addition to teaching and examining duties the Fellow will be expected to take on administrative duties in proportion with the role, with appropriate support from the Programme Director and experienced colleagues.

### Key Tasks

#### Teaching

- To teach the following courses:

  - **GM1120 Introduction to German Studies**
    This first-year course provides students with an insight into the richness and diversity of contemporary German Studies, covering literature, film, history, and theory. Through four blocks, it introduces students to a range of texts, issues, and methods that are key to their chosen field of study. Set texts include Fassbinder’s Die Ehe der Maria Braun and Hans-Ulrich Treichel’s Der Verlorene.

  - **GM2122 Death, Desire, Decline: Thomas Mann and Kafka**
    This second-year course covers texts including Tonio Kröger and Der Tod in Venedig by Thomas Mann and Die Verwandlung and Der Process by Franz Kafka.

  - **GM3131 Narrative and Identity: The German Novel from the 18th Century to the 21st Century**
This final-year course covers significant prose texts including Goethe’s Die Leiden des jungen Werther, Hermann Hesse’s Der Steppenwolf, Ingeborg Bachmann’s Drei Wege zum See, and Karen Duve’s Regenroman.

- **GM3009 German Language III**
  The Fellow will teach a component of the final-year core language course for students of German, focused on translation from German to English.

- To update the course materials for all courses for which s/he is the convenor: course material and Moodle
- To undertake marking and examining for these courses.
- Other teaching will be arranged following discussion with the Programme Directors for German and/or Comparative Literature and Culture.

**Administration**
- To carry a fair share of the administrative work necessary to the smooth running of teaching in German.
- To serve as appropriate on School committees and fulfil related administrative functions as designated by the Head of School.
- To take on other ad hoc assignments as required, consistent with the grade.

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. Deliver high quality language teaching to all levels of students through lectures, seminars and tutorials.
2. Design and deliver sound and, where appropriate, innovative approaches to student learning.
3. Plan and deliver high-quality teaching using a range of techniques to inspire and engage students.
4. Identify learning needs of students and define appropriate learning objectives.
5. Design and develop own teaching materials, with guidance from the Director of Teaching, and Director of German if required.
6. Undertake and complete administrative duties required in the professional delivery of teaching.
7. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
8. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
9. Attend and contribute to School meetings as required.
10. Assist with undergraduate recruitment.
11. Engage in School activities such as attendance at Open Days and Applicant Visitor Days.
12. Undertake additional duties, as required by the Head of School, consistent with the
status and grading of the post.

Other Duties

As required by the line manager or Head of School that are commensurate with the grade.

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.

As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.