The Department of English at Royal Holloway is seeking to appoint a part-time (0.5) Teaching Fellow in Creative Writing, with an emphasis on Fiction.

Applicants should have a proven record of publication and teaching. The successful candidate may be required to teach BA and MA courses. The appointee will be expected to participate fully in delivering the Department’s objectives. They will also participate in departmental administration as requested by the Head of Department.

**Duties and Responsibilities of the Post**

1. Deliver high quality teaching on the BA in English and Creative Writing in Egham and the MA in Creative Writing at Bedford Square, according to staffing needs, through workshops, seminars and supervision or projects.
2. Plan and deliver high quality teaching using a range of techniques to inspire and engage students.
3. Develop the ability of students to engage in critical discourse as well as creative output.
4. Foster the professional development of students, including setting up links with agents, publishers, and editors; overseeing the production of anthologies, self-publication etc.
5. Undertake and complete administrative duties required in the delivery of teaching.
6. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide detailed and constructive feedback to students.
7. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
8. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
9. Engage in continuous professional development.
10. Attend and contribute to departmental and College meetings where relevant.
11. **Undertake additional** duties, as required by the Head of Department, consistent with the status and grading of the post.

The above list of duties may be adjusted in the light of the expertise of the appointed candidate.

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.