JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Lecturer in Creative Writing (0.5 Fiction)</th>
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<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

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

Applicants should have a proven record of high-quality publication and teaching. The successful candidate may be required to teach BA and MA courses, and to supervise MA final projects and PhD students. The appointee will be expected to participate fully in delivering the Department’s objectives, undertaking writing, teaching, and public engagement. They will also participate in departmental administration as requested by the Head of Department.

Key Tasks

Duties and Responsibilities of the Post

Research and Scholarship

1.1. Produce high quality publications, or performance/exhibition material as appropriate, and contribute to the department’s REF submission and research environment at the appropriate level.
1.2. Present at festivals or conferences and/or exhibit work at other appropriate events, and organize conferences and seminars.
1.3. Identify sources of funding and apply for grants.
1.4. Be active in professional or learned societies as appropriate.
1.5. Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
1.6. Supervise PhD and other research students in line with disciplinary norms.
1.7. Engage in continuous professional development.

Teaching, Learning and Student Support
2.1. Deliver high quality teaching on the BA in Egham and the MA in Creative Writing at Bedford Square, according to staffing needs, through workshops, seminars and supervision or projects.

2.2. Plan and deliver high quality teaching using a range of techniques to inspire and engage students.

2.3. Develop the ability of students to engage in critical discourse as well as creative output.

2.4. Foster the professional development of students, including setting up links with agents, publishers, and editors; overseeing the production of anthologies, self-publication etc.

2.5. Undertake and complete administrative duties required in the delivery of teaching.

2.6. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide detailed, timely and constructive feedback to students.

2.7. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

2.8. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

Leadership, Enhancement, External Engagement and Impact

3.1. Attend and contribute to departmental and College meetings where relevant.

3.2. Participate fully in recruitment activities at PG and UG level.

3.3. Participate in department or College working groups or Committees, as required.

3.4. Engage in departmental activities such as attendance at open days or AVDs, as required.

3.5. Advise and provide support to Visiting Lecturers.

3.6. Participate in public engagement activities.

3.7. Build internal contacts and participate in internal networks for information, research purposes and collaboration.

3.8. Participate in external networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, or build relationships for future activities.

4. Undertake additional duties, as required by the Head of Department, 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.