## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Fellow in American Literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>English</td>
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<tr>
<td>Grade:</td>
<td>8</td>
</tr>
<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 Teaching Fellow in American Literature from 1 Sept. 2018 to 30 June 2019. Applicants should have a proven record of research and teaching in the specified field and will make a significant contribution to teaching on the BA in English and American Literature as well as other programmes. The successful candidate will also participate in departmental administration as requested by the Head of Department.

### Key Tasks

1. **Teaching, Learning and Student Support**
   1.1. Deliver high quality teaching on the course in twentieth-century American Literature and an option in American satire through lectures, seminars and feedback.
   1.2. Contribute teaching to other courses as required.
   1.3. Teach Foundation Tutorials to first-year students.
   1.4. Plan and deliver teaching using a range of techniques to inspire and engage students.
   1.5. Identify learning needs of students and define appropriate learning objectives.
   1.6. Design and develop own teaching materials, with guidance, if required.
   1.7. Supervise the work of students, including field trips / placements where appropriate.
   1.8. Undertake and complete administrative duties required in the professional delivery of teaching.
   1.9. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
   1.10. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.11. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
1.12. Engage in departmental activities such as attendance at open days or AVDs, as required.

2. **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.