# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Languages for All tutor - French</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>RHUL 7</td>
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<td>Accountable to:</td>
<td>Head of Department</td>
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## Purpose of the Post

The LfA Tutor will be responsible for the planning and delivery of the course syllabus whilst facilitating the LfA students’ active learning experience. Under the supervision of the LfA assistant director, s/he will be expected to fulfil the key tasks listed below.

## Key Tasks

- Draw up the course specification of the courses taught by him or her.
- Develop lesson plans for each language session; devise a variety of classroom activities and provide learning resources that may be required in addition to the course textbook.
- Set suitable class work and homework.
- Give appropriate feedback in class and on students’ written homework.
- Maintain accurate records of students’ attendance.
- Train in order to acquire new skills.
- Help with the promotion of the LfA programme by meeting prospective students during the induction session at the start of the academic year.
- Attend one meeting in term 1 and 2 with the assistant director and colleagues of the same discipline, in order to discuss harmonization of course programmes and teaching methodology.

## 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.