



JOB DESCRIPTION

Job Title:	Teaching Fellow in French Literature and Language and Comparative Literature and Culture
Department / Unit:	School of Modern Languages, Literatures and Cultures
Grade:	RHUL 8
Accountable to:	Head of School
Accountable for:	n/a
Purpose of the Post	
<p>Delivering language and content teaching, convening courses; marking coursework and exams and supporting teaching and admin within the School of Modern Languages, Literatures and Cultures.</p> <p>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.</p> <p>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.</p>	
Key Tasks	
<p>Teaching</p> <ul style="list-style-type: none"> To teach the following courses: <ul style="list-style-type: none"> FR2009W (20 hours: one group: one hour per week in both terms) FR2009P (40 hours: two groups: one hour per week per group in both terms) FR2102 (20 hours: one hour per week in both terms) FR1112 (20 hours: one hour per week in both terms) ML2205 (10 hours (2 blocks): one hour per week in term 2 only) To update the course materials and reading lists for all courses for which s/he is the convenor via Moodle To undertake marking and examining for these courses. Other teaching may be arranged following discussion with the Programme Directors for Modern Languages and/or Comparative Literature and Culture. <p>Administration</p> <ul style="list-style-type: none"> To carry a fair share of the administrative work necessary to the smooth running of teaching in French. to take on a group of personal tutees and to arrange in terms 1 and 2 two hours per week of consultation and feedback hours per week in which to see them and other students 	

- 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 French 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.