

JOB DESCRIPTION

Job Title:	Lecturer in World and Comparative Literatures (Hispanic)
Department / Unit:	Languages, Literatures and Cultures
Grade:	RHUL 8
Accountable to:	Head of Department
Accountable for:	n/a
Purpose of the Post	
<p>The Lecturer will deliver undergraduate teaching in world and comparative literatures and Hispanic Studies and will be based in the Department of Languages, Literatures and Cultures within the School of Humanities. In addition to teaching and examining duties the Lecturer will be expected to take on administrative duties in proportion with the role, with appropriate support from the Programme Director and experienced colleagues. There may be other duties, at the discretion of the Head of Department or Head of School.</p>	
Key Tasks	
<p>Teaching</p> <p>As part of probation requirements, it will be expected that the post-holder will complete the first year of CAPITAL.</p> <p>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</p> <p>Duties and Responsibilities of the Post</p> <p>Teaching, Learning, Student Support and Administration</p> <ol style="list-style-type: none"> 1. Deliver high quality 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 Programme Directors, as 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 Departmental or 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 Department and/or Head of School, consistent with the status and grading of the post.

Other Duties

As required by the line manager or Head of Department and/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.

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