**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Lecturer (Teaching Focussed) in Producing for TV and Film Drama.</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Media Arts</td>
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<tr>
<td>Job type</td>
<td>Lecturer subject to qualifications and experience</td>
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<tr>
<td>Grade:</td>
<td>RHUL 8</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Department</td>
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**Purpose of the Post**

To allow the department to deliver a range of existing courses in drama production, to lead development of new courses and degree pathways, and to contribute to departmental administration.

**Key Tasks**

1.1. Deliver high quality teaching on the degree in Film, Television and Digital Production, with particular attention to courses in Producing for Film and Television at Yr 1, Yr. 2, Yr. 3 and MA level.

1.2. Contribute teaching to other courses as required.

1.3. Plan and deliver teaching using a range of techniques to inspire and engage students.

1.4. Identify learning needs of students and define appropriate learning objectives.

1.5. Design and develop own teaching materials, with guidance, if required.

1.6. Supervise the work of students, including their independent project work, and field trips / placements where appropriate.

1.7. Undertake administrative duties as defined by the Head of Department

1.8. Set and assess work for examination as directed by the Head of Department or Teaching Co-ordinator; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.

1.9. Undertake Personal Tutor duties, providing first-line support for students.

1.10. Engage in departmental activities such as attendance at Open Days and AVDs, as required.
### 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.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:
- Head of School
- Head of Department
- Academic teaching co-ordinator
- School Manager