**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Fellow in Comparative Hispanic Studies</th>
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<tr>
<td>Department / Unit:</td>
<td>Languages, Literature and Culture Department</td>
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<tr>
<td>Grade:</td>
<td>RHUL 8</td>
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<td>Accountable to:</td>
<td>Head of Department</td>
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**Purpose of the Post**

Teaching Fellows are expected to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of their teaching. They will also participate in departmental administration as requested by the Head of Department.

**The key objectives and principal accountabilities are as follows:**

1. To design and deliver high quality teaching to students at all levels.
2. To play a significant role in departmental and College activities including administrative duties as required.

**Key Tasks**

Main contacts are students, other members of academic and administrative staff within the department and College and staff of partner institutions such as schools.

**Duties and Responsibilities of the Post**

1. **Teaching, Learning and Student Support**
   
   1.1. Plan and deliver high quality teaching across a range of modules to both undergraduate and postgraduate students through lectures, tutorials, practicals and seminars.
   
   1.2. Design and deliver sound and where appropriate innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate.
   
   1.3. Contribute to the development of innovative pedagogies within the Department, School, and College.
   
   1.4. Supervise the work of students, including field trips / placements where appropriate.
   
   1.5. Undertake and complete administrative duties required in the professional delivery of teaching.
1.6. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.

1.7. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.8. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

1.9. Organise internships and other opportunities for students to gain employment-related experience and skills.

2. Administration

2.1. Attend and contribute to departmental and College meetings.

2.2. Participate in department or College working groups or Committees, as required.

2.3. Take responsibility for an area of departmental administration if requested by the Head of Department.

3. Leadership, Enhancement, External Engagement and Impact

3.1. Attend and contribute to departmental and College meetings.

3.2. Assist with undergraduate and postgraduate recruitment.

3.3. Engage in departmental activities such as attendance at open days or departmental UCAS days.

4. Undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post.

The above list of duties may be adjusted in the light of the expertise of the appointed candidate.

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.

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.