JOB DESCRIPTION

Job Title: Language Tutor in Spanish

Department / Unit: Languages, Literatures and Cultures

Job type Administrative – Language Teaching

Grade: RHUL 6

Accountable to: Head of Department

Purpose of the Post

The appointee will be expected to have a proven record of excellence in teaching Spanish, or, in the case of early-career candidates, relevant experience and demonstrable potential. The appointee will be expected to play a full and active role in teaching in the Department of Languages, Literatures and Cultures. They will be required to teach, convene, and examine undergraduate courses in Spanish at all levels, to contribute to administrative duties and to attend relevant meetings and committees as required. They will work closely with the Schoolwide Language Coordinator, in areas including curriculum design, lesson planning, and the development and implementation of learning technologies.

Key Tasks

- To teach and convene a range of language courses at all levels in undergraduate degree programme courses in Spanish (up to 360 hours per year).
- To update the course materials for all language courses for which s/he is the convenor: course booklets and specifications, course material and Moodle, continual review of textbooks and reference books.
- To undertake marking and examining for these courses.
- To co-operate closely with the Schoolwide Language Coordinator in the planning of the language curriculum.
- To serve as appropriate on School committees and fulfil related administrative functions as designated by the Head of Department.
- Deliver high-quality language teaching to all levels of students through lectures, seminars and tutorials.
- Design and deliver sound and, where appropriate, innovative approaches to student learning.
- Plan and deliver high-quality teaching using a range of techniques to inspire and engage students.
- Identify learning needs of students and define appropriate learning objectives.
- Design and develop own teaching materials, with guidance from the Schoolwide Language Coordinator, Director of Teaching, and Director of Hispanic Studies if required.
- Undertake and complete administrative duties required in the professional delivery of teaching.
- Set, mark and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- Attend and contribute to School meetings as required.
- Assist with undergraduate recruitment.
- Engage in School activities such as attendance at Open Days and Applicant Visitor Days.

**Other Duties**

As required by the line manager or Head of Department that are commensurate with the grade.

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.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with: Students, other members of staff within the school/department and College, academics in other institutions and, where relevant, industrial or professional contacts.