**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Fellow: Nineteenth-Century Literature</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Department of English, School of Humanities</td>
</tr>
<tr>
<td>Job type</td>
<td>Full-Time, Fixed Term</td>
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<tr>
<td>Grade:</td>
<td>8</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Department</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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**Purpose of the Post**

To teach and convene courses on nineteenth century literature at undergraduate level across all three years of the programme. Expertise teaching women's writing, the history of the novel, queer theory, and fin de siècle literature will be welcome. The role holder is expected to engage with developments in the discipline and the context of English BA curricula to ensure that they remain up to date with best practice. The post holder may be required to teach 12-14 hours a week in term time.

The key objectives and principal accountabilities for a Teaching Fellow are as follows:

- To deliver high quality teaching programmes, assessment, and teaching support on undergraduate and postgraduate programmes.
- To play a significant role in departmental, School and College activities including departmental administrative duties as required.

**Key Tasks**

**Teaching**

- To teach undergraduate courses in nineteenth century fiction, including the history of the novel, the fin de siècle, women's writing, and queer theory, as agreed with the Head of Department.
- To participate in departmental curriculum design activity and teaching quality enhancement activities.
- To plan and convene courses, lecture, tutor and supervise students in tutorials, workshops and classes as appropriate.
- To lead on projects or activities with an emphasis upon enrichment/employability events.
- To contribute to course organisation and examinations as required.
- To supervise dissertations.
- To undertake the role of Personal Tutor.
**Administration and Management**

- Attend departmental, School and College committees and undertake related administrative functions, including examining, as required.
- Support the department’s work or projects as required delivering on School and College strategic aims.
- To be responsible for continuing own professional development in keeping up to date with developments in subject area, teaching methods and techniques.
- To work in collaboration with colleagues in the English Department and the School of Humanities to ensure a consistent, high quality experience for students.
- Undertake other ad hoc assignments as required.

**Third Stream Activities**

- To support the external profile of English through appropriate collaboration and liaison activities with our alumni and the cultural and heritage industries.

**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:

- Students;
- Other members of staff within the department, School, and College;
- Academics of similar standing in the field in other institutions.