**Job Title:** Teaching Fellow: Creative Writing (Fiction) and Professional Writing  

**Department / Unit:** Department of English, School of Humanities  

**Job type** Full-Time, Fixed Term  

**Grade:** 8  

**Accountable to:** Head of Department  

**Accountable for:** n/a  

**Purpose of the Post**  
To teach and convene courses on fiction, creative and professional writing at undergraduate level and lead fiction workshops, supervise projects and teach associated courses at postgraduate level. The role holder will have an established publication record in fiction and professional experience of writing, editing, and/or commissioning writing in one or more of the following contexts: journalism; heritage industry; publishing; policy; law. The post holder is expected to engage with developments in the disciplines of Creative Writing within the context of English BA and MA curricula to ensure that they remain up to date with best practice.  

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 and postgraduate courses in fiction, creative writing practice, and professional writing in a variety of employment contexts, 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 Creative Writing 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 Creative Writing and English through appropriate collaboration and liaison activities with alumni and the media, 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.