JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Language Tutor in Classical Greek and Latin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Department of Classics</td>
</tr>
<tr>
<td>Job type</td>
<td>Academic</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 6</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Head of Department</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Purpose of the Post

To teach and supervise at undergraduate and postgraduate level modules in the acquisition of Greek and Latin language.

The appointee will be expected to have a proven record of excellence in teaching Classical Greek and Latin, 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 Classics. They will be required to teach, convene, and examine undergraduate and graduate courses in Latin and Greek, to contribute to administrative duties related to that teaching and examining, and to attend relevant meetings and committees as required. They will work closely with the other staff delivering language and literature provision, in areas including curriculum design, lesson planning, and the development and implementation of learning technologies.

The role holder is expected to engage with developments in the discipline to ensure that they remain up to date with best practice.

The key objectives and principal accountabilities for a Language Tutor 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 and College activities including departmental administrative duties as required.

Key Tasks

Teaching
• To teach and convene a range of language courses at all levels in undergraduate and postgraduate degree programme courses in Latin and Greek (up to 360 hours per year).
• To update the course materials for all language courses for which they are 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 other academic staff in the planning of the language curriculum.

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 in consultation with the post holder.

Administration and Management

• To carry a fair share of the administrative work related and necessary to the smooth running of language teaching in Classics, including the devising and marking of assessments
• To serve as appropriate on Department committees and fulfil related administrative functions as designated by the Head of Department.
• Attend departmental and College committees and undertake related administrative functions, including examining, as required.
• Support the department’s work or projects as required delivering on departmental 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.
• Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
• To employ a range of technologies and a virtual learning environments to facilitate learning and to maintain the virtual learning environment to required standards
• Assist with undergraduate recruitment
• Engage in Department activities such as attendance at Open Days and Applicant Visitor Days
• Undertake other ad hoc assignments as required by the Head of Department consistent with the status and grading of the post

Third Stream Activities

• To undertake any third stream income activities as are consistent with other aspects of the role.

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 and College;
- Academics of similar standing in the field in other institutions.