

JOB DESCRIPTION

Job Title:	Lecturer in Creative Writing (fiction) 0.5
Department / Unit:	English
Job type	Academic
Grade:	8
Accountable to:	Head of Department
Accountable for:	n/a
Purpose of the Post	
To teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of teaching. The postholder will undertake creative practice in line with their departmental research strategy, leading to a growing reputation in their fields of expertise. They will also be required to contribute to the academic administration of the department.	
Key Tasks	
Teaching - To design and deliver high quality teaching programmes and/or courses, utilising own expertise and research to inform design and delivery. - To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students. - To ensure the design and delivery of teaching meets the needs of students and working with others to identify future training needs. - To undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for development. - To act as personal tutor ensuring appropriate support and advice is provided. - To actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable. - To contribute to other areas of teaching as directed by the Head of Department in response to departmental need.	
Research - To develop innovative practice resulting in publications suitable for REF inclusion. - To develop and submit funding proposals to appropriate funding bodies, working with colleagues where appropriate. - To enhance the departmental teaching/educational agenda through application of expertise into teaching/curriculum development and delivery.	

- To effectively present work to a wide range of stakeholders both internal and external to the College through readings, festivals, national media and other options as appropriate.
- To undertake and contribute to peer assessment as appropriate.
- To supervise PhD studentships as requested.

Leadership, Enhancement, External Engagement and Impact

- To play a full and active part in the administration of the department and its external promotion.
- To attend and actively contribute to departmental and College meetings as appropriate.
- To assist with student recruitment.
- To participate with departmental or College working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to College strategic planning processes.
- To advise and provide support to less experience colleagues.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To develop networks both internal and external to the College to develop research and teaching profile and funding opportunities individually and for the department, College and field of research i.e. educational bodies, specific research networks, professional bodies
- To engage and maintain continuous professional development.

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:

Internal: Colleagues in the department and the College. Such colleagues will include: the Head of Department, Director of Teaching, Director of Research, Directors of Graduate Studies (Research and Taught), Director of Student Experience, Department Senior Tutor, Exams Officer, School Manager, Head of School, members of the Senior Management Team and members of department and College Professional Services Teams

External: National and international research colleagues and networks; schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate, and Research Councils.