

## JOB DESCRIPTION

<b>Job Title:</b>	Language Tutor in Spanish
<b>Department / Unit:</b>	Languages, Literatures and Cultures
<b>Job type</b>	Part time, Term time
<b>Grade:</b>	RHUL 6
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<p>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 modules in Spanish language at all levels, including translation, to contribute to administrative duties and to attend relevant meetings and committees as required. They will work closely with the Department Language Coordinator, in areas including curriculum design, lesson planning, and the development and implementation of learning technologies.</p>	
<b>Teaching, Learning and Student Support</b>	
<ul style="list-style-type: none"> <li>• To teach and convene a range of language and translation modules at all levels in undergraduate degree programme courses in Spanish.</li> <li>• To update the course materials for all modules for which they are the convenor, including course booklets and specifications, learning material and Moodle pages, as well as continual review of textbooks and reference books.</li> <li>• To undertake marking and examining for these modules.</li> <li>• To co-operate closely with the Departmental Language Coordinator in the planning of the language curriculum.</li> </ul>	
<b>Administration</b>	
<ul style="list-style-type: none"> <li>• To carry a fair share of the administrative work necessary to the smooth running of language teaching in Spanish.</li> <li>• To serve as appropriate on departmental committees and fulfil related administrative functions as designated by the Head of Department.</li> <li>• To take on other ad hoc assignments as required, consistent with the grade.</li> </ul>	

### **Duties and Responsibilities of the post**

1. Plan and deliver high-quality language teaching to all levels of students through lectures, seminars and tutorials.
2. Employ a range of techniques to inspire and engage students both in person and online.
3. Identify learning needs of students and define appropriate learning objectives.
4. Design and develop own teaching materials, with guidance from the Department Language Coordinator, Director of Teaching, and Director of Hispanic Studies.
5. Undertake and complete administrative duties required in the professional delivery of teaching.
6. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; provide constructive and comprehensive feedback to students.
7. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
8. Attend and contribute to department meetings.
9. Assist with undergraduate recruitment, including attendance at Open Days and Applicant Visitor Days, as well as engagement with schools.
10. Undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post.

### **Other Duties**

As required by the line manager or Head of department that are commensurate with the grad

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.

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 academic and administrative staff within the department, School and College, and staff of partner institutions such as schools.