



## JOB DESCRIPTION

<b>Job Title:</b>	Language Tutor in Spanish
<b>Department / Unit:</b>	Languages, Literatures and Cultures
<b>Job type</b>	Teaching
<b>Grade:</b>	6
<b>Accountable to:</b>	Head of Department
<b>Responsible for:</b>	Delivering language teaching, convening language courses and supporting language teaching within the Department of Languages, Literatures and Cultures
<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. S/he will be required to teach, convene, and examine undergraduate courses in Spanish at all levels, to contribute to administrative duties and to attend relevant meetings and committees as required. S/he 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>Key Tasks</b>	
<p>Teaching</p> <ul style="list-style-type: none"> <li>• To teach and convene a range of language courses at all levels in undergraduate degree programme courses in Spanish.</li> <li>• To update the course materials for all language courses for which s/he is the convenor: course booklets and specifications, course material and Moodle, continual review of textbooks and reference books</li> <li>• To undertake marking and examining for these courses.</li> <li>• To co-operate closely with the Departmental Language Coordinator in the planning of the language curriculum.</li> </ul> <p>Administration</p> <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 department 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>	

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

### **Duties and Responsibilities of the Post**

#### Teaching, Learning, Student Support and Administration

1. Deliver high quality language teaching to all levels of students through lectures, seminars and tutorials.
2. Design and deliver sound and, where appropriate, innovative approaches to student learning.
3. Plan and deliver high-quality teaching using a range of techniques to inspire and engage students.
4. Identify learning needs of students and define appropriate learning objectives.
5. Design and develop own teaching materials, with guidance from the Department Language Coordinator, Director of Teaching, and Director of Spanish if required.
6. Undertake and complete administrative duties required in the professional delivery of teaching.
7. Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
8. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
9. Attend and contribute to department meetings as required.
10. Assist with undergraduate recruitment.
11. Engage in department activities such as attendance at Open Days and Applicant Visitor Days.
12. 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 grade.

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.

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