



JOB DESCRIPTION

Job Title:	Lecturer (Teaching and Research)
Department / Unit:	English/Creative Writing
Job type	Academic
Grade:	RHUL 8
Accountable to:	Head of Department
Accountable for:	n/a
Purpose of the Post	
<p>The Department of English at Royal Holloway is seeking to appoint a full time Lecturer in Creative Writing, with an emphasis on poetry. Applicants should have a proven record of high-quality publication and teaching. The successful candidate may be required to teach BA and MA courses, and to supervise MA final projects and PhD students. The appointee will be expected to participate fully in delivering the Department's objectives, undertaking writing, teaching, and public engagement. They will also participate in departmental administration as requested by the Head of Department.</p>	
Key Tasks	
<p>Teaching</p> <ul style="list-style-type: none"> • Deliver high quality teaching on the BA in Egham and the MA in Creative Writing at Bedford Square, according to staffing needs, through workshops, seminars and supervision or projects. • Plan and deliver high quality teaching using a range of techniques to inspire and engage students. • Develop the ability of students to engage in critical discourse as well as creative output. • Foster the professional development of students, including setting up links with agents, publishers, and editors; overseeing the production of anthologies, self-publication etc. • Undertake and complete administrative duties required in the delivery of teaching. • Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide detailed, timely and constructive feedback to students. • Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance. • Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc. 	

Research

- Produce high quality publications, or performance/exhibition material as appropriate, and contribute to the department's REF submission and research environment at the appropriate level.
- Present at festivals or conferences and/or exhibit work at other appropriate events, and organize conferences and seminars.
- Identify sources of funding and apply for grants.
- Be active in professional or learned societies as appropriate.
- Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- Supervise PhD and other research students in line with disciplinary norms

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 University meetings as appropriate.
- To assist with student recruitment.
- To participate with departmental or University working groups as required.
- To contribute to the department's strategic planning, and, if required, contribute to University 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 University to develop research and teaching profile and funding opportunities individually and for the department, University 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 University. The post holder will be expected to undertake other duties as appropriate and as requested by their 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 University. 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, Executive Dean of School, members of the Senior Management Team and members of department and University 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.

ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

POST TITLE: Lecturer

DEPARTMENT: English

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
QUALIFICATIONS AND TRAINING		
Doctorate in relevant field or equivalent experience	E	Application Form
Experience of high-quality teaching practice at undergraduate and/or postgraduate level in the department's disciplinary area.	E	Application Form/Interview
Engagement in teaching initiatives and conversancy with pedagogic research relevant to their discipline or subject.	E	Application Form/Interview
Demonstrable high levels of scholarship and understanding of the current demands and trajectory of the discipline.	E	Application Form/Interview
A commitment to continuous professional development in relation to teaching, learning and assessment.	E	Application Form/Interview
A commitment to and understanding of relevant professional values.	E	Application Form/Interview/Presentation
Possession of a recognised teaching qualification	D	Application Form/Interview
		Application Form/Interview/Presentation
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		
Interest in engaging UG/PGT students in research	E	Presentation/Interview
Potential to complement and extend teaching within our UG & PGT curriculum	E	Application Form/Interview
Interest in enhancing student experience	E	Presentation/Interview
Experience of managing own teaching, administrative and other relevant activities.	E	Application Form/Interview
Experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	E	Application Form/Interview
Successful development of relationships with external individuals and agencies.	E	Application Form/Interview
Experience of bidding, planning for and organising initiatives that are based on learning, teaching and assessment.	E	Application Form/Interview
PERSONAL AND INTERPERSONAL QUALITIES		

Successful development of relationships with external individuals and agencies.	E	Interview
Experience of effective teamworking.	E	Interview
Excellent interpersonal skills, with the proven ability to teach and engage with students using a variety of different methods.	E	Interview
Excellent communication and presentation skills.	E	Presentation/Interview
Commitment to the aims, objectives and broader activities within the department	E	Presentation/Interview