



JOB DESCRIPTION

Job Title:	Senior Teaching Fellow in Latin Language and Latin and Greek Literature (10 months; maternity leave cover)
Department / Unit:	Classics
Job type	Professional Services
Grade:	RHUL 8
Accountable to:	Head of Department
Accountable for:	
Purpose of the Post	
<p>To teach and supervise at undergraduate level modules in Latin and Greek literature and in the acquisition of Latin language.</p> <p>The postholder 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 postgraduate courses in Latin language and Latin and Greek literature, to act as a personal tutor, to contribute to administrative duties related to that teaching and examining, and to attend relevant meetings and participate in 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.</p> <p>The role holder is expected to engage with developments in the discipline to ensure that they remain up to date with best practice.</p> <p>The key objectives and principal accountabilities for the Teaching Fellow are as follows:</p> <ul style="list-style-type: none"> • To deliver high quality teaching programmes, assessment, and teaching support on undergraduate and postgraduate programmes. • To play a significant role in Departmental and University activities including departmental administrative duties as required. 	
Teaching, Learning and Student Support	
<ol style="list-style-type: none"> 1. Plan and deliver high-quality teaching in the Latin language and Classical literature modules, through lectures, seminars and tutorials. 2. Challenge students' thinking and foster debates to develop the ability of students to engage in critical discourse and rational thinking. 	

3. To update the module materials for which they are the convenor: specifically, module teaching materials and associated Moodle pages.
4. To employ a range of technologies and a virtual learning environment (Moodle) to facilitate learning, and to maintain the virtual learning environment at the required standard.
5. Help to develop innovative approaches to the learning experience for students, making full use of electronic and digital technologies, and managing both online and face-to-face teaching environments.
6. To be responsible for continuing their own pedagogic development in keeping up to date with developments in subject area, teaching methods and techniques.
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8. Contribute to the development of innovative pedagogies within the Department, School and university.
9. Set, mark and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
10. Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
11. Adopt an approachable and accessible attitude towards students, offering office hours, academic and pastoral advice etc.
12. Organise opportunities for students to gain employment-related experience and skills.

Administration

1. Attend and contribute to departmental, School and university meetings.
2. Participate in department, School or university working groups or Committees, as required.
3. Take responsibility for an area of departmental administration as requested by the Head of Department.
4. To carry a fair share of the administrative work related and necessary to the smooth running of literature and language teaching in Classics, this may include taking an area of responsibility as requested by the Head of Department.

Leadership, Enhancement, External Engagement and Impact

1. Attend and contribute to departmental, School and university meetings.
2. Assist with undergraduate and postgraduate recruitment.
3. Engage in recruitment activities such as attendance at open days, applicant visit days or outreach with schools.

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: students, other members of academic and administrative staff within the department, School and University, and staff of partner institutions such as schools.



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Teaching Fellow in German Language and Culture

Department: Languages, Literatures and Cultures

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to Master's degree level (or equivalent) in a relevant subject	X		Form
Educated to PhD level in relevant field		X	Form
Teaching qualification(s)		X	Form
Experience of studying Latin to advanced level	X		Form/Interview
Skills and Abilities			
Ability to plan and deliver teaching of Latin and Greek language and literature beyond intermediate levels	X		
Confidence in managing cohorts with diverse abilities, backgrounds and needs	X		Form/Interview
Competence in using appropriate software, virtual learning platforms (such as Moodle), and/or other relevant digital technologies		X	Form/Interview
Fluency in delivering teaching in both Latin and Greek language and literature	X		Interview
Ability to communicate complex concepts and ideas in an understandable way	X		Interview
Ability to motivate and inspire students to engage in academic study and fulfil their academic potential	X		Interview
Experience			
Experience of delivering high quality teaching at undergraduate level	X		Form/Interview
Experience of managing own teaching and administrative activities		X	Form/Interview
Evidence of research or teaching interests relevant to the Departmental profile		X	Form/Interview

Experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	X		Form/Interview
Other requirements			
A commitment to continuous personal development.	X		Interview