



JOB DESCRIPTION

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

- Deliver high quality language teaching to all levels of students through lectures, seminars and tutorials.
- Design and deliver sound and, where appropriate, innovative approaches to student learning.
- Plan and deliver high-quality teaching using a range of techniques to inspire and engage students.
- Identify learning needs of students and define appropriate learning objectives.
- Design and develop own teaching materials, with guidance from the Departmental Language Coordinator, Undergraduate Education Lead, and Director of Hispanic Studies.
- Undertake and complete administrative duties required in the professional delivery of teaching.
- Set, mark and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- Attend and contribute to Department and School meetings as required.
- Assist with undergraduate recruitment.
- Engage in Department and School activities such as Open Days, Applicant Visitor Days and Taster Days.
- As the needs of the University change so the above job profile, duties and location of the role within the University will be adjusted accordingly in consultation with the post holder.

Other Duties

As required by the line manager or Head of Department that are commensurate with the grade.

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 University change so the above job profile, duties and location of the role within the School or the University 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 staff within the school/department and University, academics in other institutions and, where relevant, industrial or professional contacts.

ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

Post Title: Language Tutor in Spanish

Department: Languages, Literatures and Cultures

Post Reference:

CRITERIA	ESSENTIAL (E) or DESIRABLE (D)	TESTED BY (Application Form, Interview, Test, Presentation etc)
QUALIFICATIONS AND TRAINING		
A first degree or equivalent qualification	E	Application Form
A Master's degree in a relevant applied field	D	Application form
A recognised teaching in HE qualification /training	D	Application Form
Membership of relevant professional networks	D	Application Form
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE		
Fluency in the language being taught, both written and verbal	E	Application Form/Interview
Experience of teaching in higher education	D	Application Form
Ability to develop lesson plans	E	Application Form/Interview
Ability to create and develop appropriate course materials	E	Application Form/Interview
Effective communication skills in English, both written and verbal	E	Application Form/Interview
Confident use of MS Office, internet and email	E	Application Form/Interview
Experience of and commitment to using a range of digitally based VLE and multimedia materials in language teaching to facilitate learning	E	Application Form/Interview
PERSONAL AND INTERPERSONAL QUALITIES		
Excellent organisational skills, including punctuality	E	Interview
Experience of managing and prioritizing own work and working to deadlines	E	Interview