



JOB DESCRIPTION

Job Title:	Senior Teaching Fellow in Classical Literature (Hellenist); 2 years fixed-term
Department / Unit:	Classics, School of Humanities
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 Classical literature (in translation and in the original) with a focus on Greek literature.</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 Classical literature, to co-ordinate language teaching at Beginners and Intermediate Level, 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. They are also expected to engage fully with relevant research literature and with the department, including an understanding of its research agenda, to ensure the delivery of up to date teaching based on current material.</p> <p>The key objectives and principal accountabilities for a Senior Teaching Fellow are as follows:</p> <ul style="list-style-type: none"> • Deliver, assess and give feedback to students on high quality undergraduate and postgraduate courses, including, where appropriate, delivery by distance or other forms of flexible or off-campus learning, including residential/field courses. • Curriculum development as part of the drive for continuous improvement of teaching within the school/department. • To play a significant role in Departmental and University activities including departmental administrative duties as required. 	

Key Tasks

Teaching

- Teach undergraduate and postgraduate courses as agreed with the Head of Department.
- Play a lead role in school/departmental curriculum design and teaching quality enhancement activities.
- Challenge students' thinking and foster debates to develop the ability of students to engage in critical discourse and rational thinking.
- Plan, lecture, tutor and assist students in tutorials, workshops and seminars as appropriate.
- Lead on course organisation as required.
- Design and implement assessment methods of students, examinations and course work and providing feedback. Mark own course work and second-mark the courses of others.
- Supervise final year undergraduate projects, dissertations and other assigned project work.
- Provide pastoral care, advice and support by undertaking the roles of Personal Tutor.

Administration and Management

- Attend departmental, school and university meetings, committees and working groups as required.
- To contribute to the induction and instruction of colleagues, demonstrators and students at the start of the academic year and as required.
- To supervise visiting teachers or lecturers or support staff as required.
- Develop effective learning environments and approaches to student support and guidance.
- Engage with up to date literature or expertise in their professional field, as relevant to their teaching responsibilities.
- Contribute to Applicant Visitor Day (AVD) activities.
- Undertake related administrative functions, including examining.
- Act as a unit or programme convenor.
- Play a lead role in the department's work or projects as required delivering on departmental and university strategic aims.
- Engage in Continuing Professional Development within or outside the university and be familiar with recent developments in curriculum, assessment and pedagogy in their academic field.
- Undergo continued personal professional development such as gaining Fellowship of the Higher Education Academy.
- Undertake any third-stream income activities as are consistent with other aspects of the role.

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 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

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate

**Job Title: Senior Teaching Fellow in
Classical Literature**

Department/School: Classics, Humanities

	Essential	Desirable	Tested by Application form, Interview, Test
<p>Knowledge, Education, Qualifications and Training</p> <p>Educated to PhD level in a relevant subject. The post holder will need to have a PhD or to have completed within 4 months of starting.</p> <p>Experience of studying Greek and Latin to advanced level</p> <p>A recognised teaching qualification/training in either FE or HE teaching or evidence of working towards such a qualification</p>	<p>X</p> <p>X</p>	<p>X</p>	<p>Application form</p> <p>Application form/ Interview/Presentation</p> <p>Application Form</p>
<p>Skills and/or Abilities</p>			
<p>Ability to coordinate the teaching of Language Tutors (Greek and Latin at Beginners and Intermediate level)</p> <p>Ability to develop and deliver new modules relevant to their area of expertise</p> <p>Ability to adapt delivery in response to student needs, prior knowledge / educational experiences and varied learning preferences</p> <p>Ability to motivate and inspire students to engage in academic study and fulfil their academic potential.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>Application Form/Presentation/ Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

A strong commitment to enabling students from a diverse range of backgrounds, educational experiences and attainment levels to flourish.	X		Application Form/Interview
To work collaboratively and independently as required	X		Application Form/Interview
Ability to communicate complex concepts and ideas in an understandable, empathetic, dynamic and flexible way.	X		Application Form/Presentation/Interview
To provide academic and pastoral support to students, prioritising student engagement, attainment and retention	X		Application Form/Interview
To contribute to the enhancement of the curriculum via peer review and critique	X		Application Form/Interview
Ability to undertake an administrative role	X		Application Form/Interview
Experience			
Relevant and recent experience of high-quality teaching at undergraduate and/or postgraduate level in the area of Classical Literature (esp. Greek) and teaching interests relevant to Departmental teaching profile	X		Application Form/Presentation/Interview
Experience of managing own teaching and administrative activities		X	Application Form/Presentation/Interview
Experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	X		Application Form/Interview
Other requirements			
A commitment to continuous personal development	X		Application Form/Interview