



## Job Description

<b>Job Title:</b>	Teaching Fellow in Classical Language and Literature (Latin)
<b>Department:</b>	History and Classics; Faculty of Arts, Humanities and Social Sciences
<b>Job type</b>	Professional Services
<b>Grade:</b>	7
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<p>To teach and supervise at undergraduate and postgraduate level. 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 a Teaching Fellow are as follows:</p> <ul style="list-style-type: none"> <li>• To deliver high quality teaching programmes, assessment, and teaching support on undergraduate and postgraduate programmes.</li> <li>• To play a significant role in departmental and University activities including departmental administrative duties as required.</li> </ul>	
<b>Key Tasks</b>	
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• To teach undergraduate and postgraduate courses as agreed with the Head of Department.</li> <li>• To participate in departmental curriculum design activity and teaching quality enhancement activities.</li> <li>• To plan, lecture, tutor and assist students in tutorials, workshops, and laboratory classes as appropriate.</li> <li>• To lead on projects or activities as required e.g., field trips.</li> <li>• To contribute to course organisation and examinations as required.</li> <li>• To supervise dissertations.</li> <li>• To undertake the role of Personal Tutor.</li> </ul>	
<p><b>Administration and Management</b></p> <ul style="list-style-type: none"> <li>• Attend departmental and University committees and undertake related administrative functions, including examining, as required.</li> <li>• Support the department's work or projects as required delivering on departmental and University strategic aims.</li> </ul>	

- To be responsible for continuing own professional development in keeping up to date with developments in subject area, teaching methods and techniques.
- Undertake other ad hoc assignments as required.

**Outreach**

- Contribute to departmental outreach activities, including Open Days, Applicant Visit Days, Taster Days, and participation in festivals.

**Third Stream Activities**

- To 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.

**Our Values**

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

### Person Specification

Job Title: Teaching Fellow	Department: History and Classics	
Criteria	Essential	Desirable
<b>Knowledge, Education, Qualifications and Training</b>		
Educated to Master's degree level (or equivalent) in a relevant subject.	X	
Educated to PhD level in relevant field		X
A recognised teaching in HE qualification/training		X
<b>Skills and Abilities</b>		
Ability to communicate complex concepts and ideas in an understandable way	X	
Ability to use a range of media including computer software such as PowerPoint and virtual learning environments to facilitate learning	X	
Ability to motivate and inspire students at a range of levels to engage in academic study	X	
Ability to motivate and inspire students to engage in academic study and fulfil their academic potential	X	
Approachability to and empathy with students from a diverse range of backgrounds	X	
<b>Experience</b>		
Experience of high-quality teaching at undergraduate and postgraduate level	X	
Experience of managing own teaching and administrative activities	X	

Experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	X	
Evidence of a developing research profile in the department's disciplinary areas	X	
<b>Other requirements</b>		
A commitment to continuous personal development.	X	