



## Job Description

<b>Job Title:</b>	Teaching Fellow in English Literature
<b>Faculty/Directorate/Department:</b>	Dept of English
<b>Job type:</b>	Full-Time, Fixed Term
<b>Grade:</b>	7
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	
<b>Purpose of the Post</b>	
<p>To undertake teaching, with a sustained contribution to the field and discipline at national and international level. The post holder will support the management and strategic planning processes of the department and the University.</p> <p>The key objectives and principal accountabilities for a Senior Lecturer are as follows:</p> <ul style="list-style-type: none"> <li>• To design and deliver high-quality teaching programmes at UG and MA level.</li> <li>• To support the management activities of the department and University and undertake a key role in department or University working groups or committees, as required.</li> </ul>	
<b>Key Tasks</b>	
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• To lead the design, development and delivery of a range of modules of study at UG and MS level, to include the regular review of programmes and courses to ensure excellence and coherence.</li> <li>• To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students.</li> <li>• Identify the learning needs of students, define appropriate learning objectives, and lead the design and delivery of teaching to meet these needs.</li> <li>• Supervise activities supporting teaching delivery including field trips/placements, undertaking assessments ensuring that constructive feedback is provided to allow for development.</li> <li>• Provide academic leadership to those working within programme areas, e.g. as a module leader, to include co-ordinating the work of others to ensure that courses are delivered effectively and/or organising the work of a team by agreeing objectives and work plans.</li> <li>• To act as Personal Tutor ensuring appropriate support and advice is provided.</li> <li>• To assist in the expansion of curriculum options in this area, working with others to ensure implementation as applicable.</li> <li>• To undertake and complete administrative duties required in the professional delivery of teaching.</li> </ul>	

### **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 co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To lead and 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, and professional bodies.
- To engage and maintain continuous professional development.

### **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

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

**POST TITLE: Teaching Fellow**

**DEPARTMENT: English**

	ESSENTIAL	DESIRABLE	<b>TESTED BY</b> (Application Form, Interview, Test, Presentation etc)
<b>QUALIFICATIONS AND TRAINING</b>			
Educated to PhD level (or equivalent), completed or near to completion, in a relevant field.	X		Application form
HE Academy or qualification in teaching, or other evidence of training for teaching at HE level.		X	Application form
<b>RESEARCH EXPERIENCE</b>			
Established record of high-quality publications in journals, press and other outlets.		X	Application form/Interview
Successful track record of attracting grant income and other financing for research.		X	Application form
Demonstrable high quality research potential with a clear future research strategy.		X	Application form/ Presentation/Interview
<b>SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE</b>			
Experience of high-quality teaching at undergraduate and postgraduate levels.	X		Application form/Interview
Proven ability to manage own teaching and administrative duties.	X		Application form/Interview
Organisational skills to deliver management and administrative responsibilities implementing University and Faculty strategies, support the academic mission or to develop projects.	X		Application form/Interview

Experience of leading programmes or other experience of co-ordinating with others to ensure student learning and teaching needs and expectations are met.	X		Application form
<b>PERSONAL AND INTERPERSONAL QUALITIES</b>			
Successful development of relationships with external individuals and agencies.	X		Application form/Interview
Effective teamworking skills.	X		Presentation/Interview
Excellent interpersonal skills, with proven ability to lead and engage with students and colleagues using a variety of different methods.	X		Application form/Presentation/Interview
Organisational skills to deliver management and administrative responsibilities implementing University and Faculty strategies, support the academic mission or to develop projects.	X		Application form/Presentation/Interview
Excellent communication and presentation skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues and external audiences.	X		Presentation/Interview
<b>CAPACITY FOR CAREER DEVELOPMENT</b>			
A commitment to continuous professional development.	X		Interview