

OUR REWARD PRACTICES/ JOB DESCRIPTION:

Language Lector in Hispanic Studies

Date created:

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Date updated:

09/03/2020

Generic role title:	Language Lector
Reference number:	HUM-092-20
Grade:	Grade 6
Salary Scale:	Spine point 24
Contract:	Fixed term to the end of the Spring Term 2021 Part time 0.46 FTE
School/Department:	Division of Humanities, Department of Modern Languages
Location:	University of Kent, Canterbury campus
Line manager:	Modern Languages Co-ordinator or their nominee
Anticipated start date:	21 September 2020

Job purpose

The post holder will be based in the Division of Humanities and work as part of the Language Centre teaching team. Led by the Language Centre Director, the Language Lector in Hispanic Studies is required to deliver language teaching in Hispanic Studies, which is one of the subject strands offered by the Language Centre. This will involve the preparation of classes as well as marking assignments and tests. The post holder may be called upon to contribute to the design of assessments.

Please note that teaching hours will be set in accordance with the Division of Humanities' workload allocation model. Schedules will be defined according to module teaching requirements and it is anticipated that the post holder will be required to teach beyond the normal timetabling day (i.e. 6.00-8.00 pm) in order to deliver Language Express modules.

Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.



1.	Teach (in a variety of settings) as a member of a teaching team to deliver specific credit- and non-credit-bearing modules to foster student achievement in line with Divisional and University standards.	Frequency
		Daily
Example duties:		
1.1 Deliver language teaching for students studying Hispanic Studies language modules. Teaching will be distributed over two terms of 12 weeks (10 teaching weeks, 1 assessment week and 1 reading week) each.		
1.2 Set and mark assignments. This will include assessing student progress and providing feedback to students as required.		
1.3 Prepare teaching materials and assessments as appropriate, as well as mark papers, essays and tests.		
1.4 Participate in in-class tests and oral examinations as required.		
2.	Undertake administrative duties related to teaching to ensure the smooth running of modules and compliance with the University's standards and regulations.	Frequency
		Weekly
Example duties:		
2.1 Input coursework marks on the Student Data System.		
2.2 Enter student attendance on the Student Data System.		
2.3 Produce a written report at the end of the Spring Term (if required) in line with the Language Centre and University's requirements.		
2.4 Attend and contribute to subject group and Language Centre meetings.		
3.	Offer students a positive and supportive learning environment, adapted to students' needs, to enhance the experience for all students.	Frequency
		Daily
Example duties:		
3.1 Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students.		
3.2 Refer students to the Division's Student Support Team as appropriate.		
3.3 Conduct office hours on a weekly basis in order to assist students with their language learning.		

3.4 Engage in the Language Centre's extra-curricular activities as required.

Internal & external relationships

This section indicates with whom the job holder comes into contact and liaises/ communicates with on a regular basis, and for what purpose.

Internal: Staff and students in the Language Centre, academic and administrative colleagues throughout the Division of Humanities.

External: N/A.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Qualifications / training	Essential	Desirable	Assessed via*
A good honours degree in a philological specialisation	✓		A

Knowledge, skills and experience	Essential	Desirable	Assessed via*
Native or near-native command of Hispanic Studies	✓		A, I, T
Excellent English-language speaking and writing skills	✓		A, I, T
Teaching experience in an educational context	✓		A, I
Teaching experience of Hispanic Studies as a foreign language to mixed groups of learners		✓	A, I
The ability to communicate with clarity and enthusiasm, both orally and in writing	✓		A, I
The ability to organise and deploy time effectively	✓		I

Excellent team-working skills within an international working environment	✓		I
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Additional attributes	Essential	Desirable	Assessed via*
Commitment to delivering equality and diversity in teaching	✓		I

*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview