

Job Description

Lecturer in Creative Writing- Prose (Education, Scholarship & Professional Practice)

Salary:	Grade 7
Contract:	Part time, fixed term for 8 months
School/Department:	School of Humanities
Location:	Canterbury Campus
Responsible to:	Head of School or nominee

Job purpose

To deliver excellent teaching and engage in aspects of scholarship and/or pedagogic research in the subject area in support of career development. The role will also involve administrative responsibilities, working collaboratively towards the School and University aims.

The successful candidate will contribute to the development and delivery of modules in the School of Humanities, with prior experience of teaching in Creative Writing (Prose).

The role is offered on an Education, Scholarship and Professional Practice (ES&P) contract, appropriate for candidates who are student focussed in teaching and pedagogic research with demonstrable commitment to all aspects of teaching in higher education, including assessment, feedback and academic support.

Key accountabilities and duties

The following are the main accountabilities and duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Teach, convene and examine undergraduate and postgraduate modules in Creative Writing (Fiction) and to contribute to curriculum development in these areas.
- To teach and convene MA modules in Creative Writing (Fiction) as required.
- Deliver high quality teaching in a variety of settings from small group sessions to large lectures.
- Play an active role in all aspects of programme development and management, including (but not limited to) module design and development, curriculum amendments, recruitment and admissions, marketing, student support, planning and quality assurance.
- Adopt a student-centred approach to teaching and learning, developing own teaching materials, technologies, methods and approaches to meet the learning objectives of the programme, responding appropriately to the diverse range of learning approaches and learner needs.
- Make effective use of learning technologies to support and enhance course delivery, course organisation, student progress, feedback and assessment.
- Supervise students' work, including projects, fieldwork and placements where appropriate, providing study skills guidance and support as needed.
- Supervise MA dissertations in Creative Writing (Fiction) as required.
- To examine PhDs in Creative Writing (Fiction) as required.
- Expand expertise as a scholar or practitioner in your specialist field by undertaking methodologically rigorous, educationally relevant enquiries into student learning.

- Attend and participate in appropriate seminars and conferences to support research-led teaching, scholarship and/or professional practice in your disciplinary area. Attend School and Centre for Creative Writing meetings as appropriate.
- Act as personal tutor and be responsible for the pastoral care of students within a specified area, provide first line support and refer to services providing further help as appropriate.
- Undertake administrative roles in the School as required to proactively contribute to the collegial work environment.
- Undertake module and programme administration and examining.
- Participate in activities associated with student recruitment (e.g. open days), orientation and induction and other School and University initiatives such as support for student transitions, employability and student mobility as appropriate.
- Support the University EDI agenda and contribute to the implementation of EDI initiatives.
- May be required to engage in consultancy, innovation, knowledge exchange and CPD activity within own discipline, either as part of the base load or, within the University's standard procedures, for separate remuneration.

Internal & external relationships

Internal: Students, academic, technical and administrative colleagues throughout the School, Head of School, and relevant staff across the wider university community, engaging in internal networks, committees and working groups

External: Public and/or external organisations

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 conduct 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.

Essential Criteria:

- Completed PhD or equivalent in a relevant subject area (A)
- Sufficient breadth and depth of specialist knowledge in the discipline to teach within established undergraduate and postgraduate programmes (A,I,T)
- Experience of effective teaching and assessment in the subject area in a higher education setting (A,I,T)
- Sufficient subject knowledge to teach outside own specialisms/elsewhere on the programmes (A,I)
- Successful teaching of relevant modules across a broad range of undergraduate degree and MA levels (A,I,T)
- Excellent interpersonal and presentation skills to communicate material of a specialist or highly technical nature and to be effective both orally and in writing at a level appropriate to the activity (I,T)
- Able to engage the interest and enthusiasm of students and inspire them to learn (I,T)
- Commitment to contribute fully, flexibly and cooperatively as part of the School of Humanities team and play an active role in the Centre for Creative Writing (I)
- Commitment to engage in continuous professional development activity (I)

- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver equality, diversity and inclusivity in the day to day work of the role (I)

Desirable Criteria:

- A record of MA supervision (A)
- Convening of undergraduate and MA modules (A)
- A relevant teaching qualification such as PGCHE (candidates without qualification will be expected to obtain one as part of their probation) (A)
- Evidence of delivering technology enabled learning and teaching (I)
- Proven ability to develop and devise teaching programmes, with a variety of techniques and methods to promote and assess learning (I,T)
- Experience of module design and programme administration/management (A,I)
- Evidence of contribution to outreach, public engagement or enterprise activities (I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage