

Job description

Post title and post number	Teaching Fellow - 59581
Organisation advertising Description	Department of Modern Languages, School of Languages, Cultures, Art History and Music, College of Arts and Law

Background

To teach and advise undergraduate and postgraduate students within French studies in the Department of Modern Languages (including, where appropriate in the Institution-wide Languages for all provision) within an established teaching programme, managed by members of staff with ultimate responsibility for the teaching programme.

Job summary

Teaching courses predominantly in French language, with the potential for further teaching in French society and culture within an established teaching programme (under supervision from an academic member of staff)

Main duties

- Teach courses predominantly in French language, with the potential for further teaching in French society and culture, through allocated seminars and language classes, so that the Department's teaching objectives are met.
- Where necessary, teaching on Institution-wide Language courses through the Languages for All section within the Department
- Contribute to the design of modules with other colleagues.
- Plan and prepare own teaching, including guidance notes and handouts in accordance with the established objectives of the teaching programme.
- Devise and supervise projects, student dissertations and practical work.
- Develop an approach to planning and reviewing own teaching.
- Undertake full range of responsibilities in relation to supervision, marking and examining. (Summative assessment, including assessed work contributing to the final award – as a mark or as a credit – such as unseen examinations, essays, dissertations or presentations, is subject to validation by the academic supervisor.)
- Frequently update own subject expertise.
- Undertake personal professional development in teaching, including self-reflection on own teaching, using student and peer review feedback, to enhance own teaching and learning processes.

- Contribute to knowledge transfer on own specialism that is of manifest benefit to the College and the University, often under supervision of a project leader.
- Undertake management/administration arising from teaching.
- Contribute to Departmental/School teaching-related activities and teaching-related administration.

Skills and Experience

- Higher degree relevant to research or teaching area or equivalent qualifications
- Experience of teaching through the medium of the target language.
- Ability to teach French language at the appropriate level
- Ability to teach modules on French society and culture
- Ability to design and deliver module materials successfully
- Ability to assess and organise resources effectively
- Understanding of and ability to contribute to broader management/administration processes