

## Job Description

<b>Post Title and Post Number</b>	Teaching Fellow in 19 <sup>th</sup> and 20 <sup>th</sup> Century American Literature - 51506
<b>Organisation Advertising Description</b>	School of English, Drama, American and Canadian Studies College of Arts and Law
<b>Post Number</b>	51506
<b>Full Time/Part Time</b>	Part Time – 70%
<b>Duration of post</b>	Fixed Term until 30 <sup>th</sup> June 2016
<b>Post is open to:</b>	External and Internal candidates
<b>Grade</b>	7
<b>Salary</b>	Starting salary is normally in the range £28,695 to £37,394 pro rata. With potential progression once in post to £39,685 a year pro rata.
<b>Terms and Conditions</b>	<a href="#">Administrative and Other Related</a>
<b>Closing Date</b>	28th July 2015

## Job Summary

As a Teaching Fellow in the Department of English Literature, you will be expected to undertake teaching at undergraduate and postgraduate taught level and to participate in the department's overall contribution to the School, College, and University. The post will include administrative duties. The successful candidate will have relevant teaching experience in the area of 19thC and 20thC American Literature and will be committed to providing an excellent student learning experience. This is a fixed-term 0.7 fte appointment from 1<sup>st</sup> September 2015 to 30<sup>th</sup> June 2016. It is expected that the post-holder will teach several seminar groups (around 12-13 hours per week of regular contact time) and will be responsible for up to fifteen personal tutees and will undertake supervision of third-year dissertations/extended essays, as well as some MA dissertations.

## Main Details

- To deliver a range of teaching and assessment activities within the area of 19thC and 20thC American Literature to undergraduate and postgraduate students, predominantly through allocated lectures and seminars, so that the department's teaching objectives are met.
- To plan, design and develop course objectives and material
- To set, mark and assess work and examinations and provide feedback to students. This includes being available for a designated number of hours per week during term time to meet with and provide advice to students.

- Where appropriate, to design his or her own teaching materials including guidance notes and handouts in accordance with the objectives of the teaching programme and to ensure that these are regularly uploaded to the Department's VLE (Canvas).
- To contribute to the accreditation of courses and quality control processes
- To identify the need for developing the content or structure of modules with colleagues and make recommendations on how this should be achieved
- To act as a Personal Tutor (Academic Support Tutor) as directed by the Head of Department.
- To undertake academic administrative tasks as requested by the Head of Department.
- Any other duties as may reasonably be required.

### **Knowledge, Skills, Qualifications and Experience Required**

#### **Essential**

1. A PhD in English Literature
2. Experience of teaching in this area of specialism
3. Excellent written and oral communication skills
4. Excellent IT skills in Microsoft Office
5. Demonstrated skills in managing, motivating and counselling colleagues and students
6. Ability to design, deliver, assess and revise teaching programmes

#### **Desirable**

1. Experience of postgraduate supervision
2. Teaching-related administrative experience in a University context.

### **The Department of English Literature**

The Department of English Literature is a central part of the [School of English, Drama and American & Canadian Studies](#) within the College of Arts and Law; our partner department within the School is the [Shakespeare Institute](#), based in Stratford upon Avon. The Department has an excellent track record in teaching and an active research culture that emphasises first-rated publications, productive collaboration within and beyond the University, and wide-ranging public engagement. [Staff](#) in the department research, publish and teach across the full chronological range of English Literature from Old English to the present day and are committed to a rich diversity of theoretical, historical and intellectual approaches to their subjects.

### **The School of English, Drama and American & Canadian Studies (EDACS)**

This is a vibrant and thriving school, situated within the College of Arts and Law. It hosts a community of academics and students researching and learning in all areas of English and American literature, Language and Linguistics, Film Studies, Creative Writing, Drama and Theatre Arts and American and Canadian Studies. It has particular strengths in the study of Shakespeare both on campus and at our Shakespeare Institute in Stratford upon Avon. Our undergraduate and postgraduate programmes offer students the opportunity to combine academic scholarship with creative practice through performance, film and creative writing. EDACS aims to promote inter-disciplinarily and intellectual collaboration both in teaching and research.

