

University Language Teacher in French (0.45 FTE)

Job Ref: REQ240110

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Applications are invited from experienced, dedicated and enthusiastic candidates to deliver teaching on the Language Centre's programme of French courses. The candidate must have experience of teaching and will contribute to the development and delivery of credit-bearing and extra-curricular courses in French to undergraduates and postgraduates across the University. The post will commence in September 2024. Candidates are expected to have a teaching qualification in modern foreign languages or extensive equivalent professional experience with accreditation.

Job Description

Job Grade: Specialist and Supporting Academic Teaching Grade 7

Job Purpose:

To provide language and culture teaching to students on the University-Wide Language Programme, act as Module Leader for credit-bearing modules, and actively contribute to the academic development of the Language Centre as a whole. In addition to working with other staff-members teaching the same language to upgrade and improve the curriculum in that language, the post-holder will act as part of a cross-language team to enhance practice across the board.

Job Duties:

Teaching

- Work with colleagues to deliver an exceptional learning environment for students.
- Teach and inspire undergraduate and postgraduate students through practicals, workshops and other teaching activities.
- To be responsible for the design and content of specific areas/themes of teaching and learning in the Language Centre's taught programmes as appropriate.
- To engage in the development and evaluation of modules in terms of content, delivery and assessment of specific areas/themes of teaching and learning in the Language Centre's taught programmes.
- To act as Module Leader for specific modules and coordinate all activities relating to such modules, including those of any casual University teaching staff.
- To undertake necessary academic duties including supervising setting and marking of exams and coursework.
- To provide academic support to undergraduate and postgraduate students on relevant modules.
- To promote the use of a range of effective methods and techniques in teaching, learning and assessment.
- To cooperate with colleagues in the review and development of taught programmes and curriculum.
- To participate in the design, delivery and supervision of workshops and cultural activities if appropriate to the role.

Student Support

- Participate in start of semester evaluation sessions and student induction activities as appropriate.
- Provide support to students requiring additional guidance relative to language learning
- Provide support for students with additional needs and ensure materials are accessible as required.
- Signpost students to the relevant Support Service, where required.

Enterprise and Scholarship

- Engage in scholarly activities as appropriate to ensure integration of practice with current research evidence.
- Where appropriate, secure internal and external funding in support of activities related to innovations in teaching
- Support short course and professional education opportunities working with partners if required.

Related Activities and Functions

- Work effectively with relevant administrative, technical and academic staff in the Division, School and across the University.
- Actively support student recruitment including participation in open days and visit days.
- Carry out specific administrative roles and functions as may be reasonably required.
- Take part in one or more School committees if required.
- Engage in training programmes in the University (e.g. through Organisational Development) which are consistent with your needs and aspirations and those of the School.
- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points To Note:

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions:

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility:

Reports to the Language Centre Manager

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	A proven track record of teaching French at a range of levels in person and online with positive outcomes.	1,3
	Experience of helping students engage with the grammatical and syntactical features of French, French-speaking social and cultural contexts, and communication skills in the language.	1,2,3
	Experience in developing teaching and assessment materials for modern foreign languages using a range of media.	1,2,3
	Experience of successfully leading modules or equivalent courses	1,3
Skills and abilities	The capacity and drive to adapt content and delivery methods to evolving contexts in higher education, the professional world, technology, and student life.	1,3
	Strong communication skills in English and in the relevant foreign language, and the self-awareness and relational tools to work effectively with a range of colleagues and students.	1,2,3
	The proven ability to deliver classes online and a sound understanding of how to support effective learning in this format.	1,2,3
	A capacity to work autonomously and take initiative to problem-solve.	
	Computer literacy skills - experience of MS Office including Word, PowerPoint, excel, language learning applications and online learning platforms	1,2,3
Training	Evidenced commitment to continuous professional development in the field of language education.	1,3
	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	1,3
Qualifications	A strong educational background including a good honours degree or equivalent experience in a modern foreign language.	1
	Teaching qualification (e.g. PGCE) or extensive professional experience.	1
Equality & Diversity	Evidence of a good working knowledge of equal opportunities and understanding of diversity and inclusion in the workplace and in teaching.	1, 2, 3
Other	Commitment to providing a high level of service to both students and University staff.	1,3
	Commitment to observing the University's Equal Opportunities policy at all times.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience in teaching foreign languages to students in Higher Education.	1,3
	Experience of sharing best practice with colleagues.	1,3
	Experience of providing input to successfully improve aspects of a taught curriculum (e.g. content, delivery, assessment, feedback).	1,3
Skills and abilities	The capacity to create activities using a wide range of digital tools and to experiment with AI tools for learning.	1, 2, 3
	The ability to deliver courses in a second language, notably Arabic, German, Italian or Spanish.	
Qualifications	To have or be willing to work towards Advance HE accreditation.	1
Other	An awareness of the current wider context of university teaching in the UK.	1, 3

Conditions of Service

This is an annualised 0.45 FTE and open-ended position. Salary will be on Specialist and Supporting Academic Teaching Grade 7, £45,585 - £54,395 per annum pro-rata, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>