

University Teacher in English

Full time and fixed term from 1st September 2024 to 30th June 2025.

Job Ref: REQ240397

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

English Summary

<https://www.lboro.ac.uk/subjects/english/>

Job Description

Job Grade: Specialist and Supporting Academic Teaching Grade 7

Job Purpose:

Provide teaching support to undergraduate and postgraduate students within the School of Social Sciences & Humanities: English.

The role includes developing and delivering lectures, seminars, dissertation supervision, assessment, and administration.

Job Duties:

Teaching

1. To teach students at both UG and PGT through lectures, tutorials, workshops, and seminars. The successful candidate will be able to teach in one or more of the following areas:
 - Twentieth- and Twenty-first-century Literature
 - Study skills for English Literature and Creative Writing UG and PG students
 - Literary Theory
 - Creative Writing
2. To cooperate with colleagues in the continuous review and development of core English modules, and review of existing programmes.
3. To be responsible for the design and content of specific areas of teaching and learning within the English undergraduate and postgraduate suite of programmes.
4. To plan, deliver and review a range of teaching and assessment activities including lectures, workshops, and/or seminars.
5. To undertake necessary academic duties, e.g. supervising dissertations, and setting and marking of coursework.
6. To act as Module Leader for specific modules and coordinate all activities relating to such modules, including those of any casual University teaching staff.
7. To provide academic and pastoral support to students and provide advice on study skills etc., to undergraduate and/or postgraduate students.

8. To cooperate with colleagues in the development of materials and technologies to enhance the student learning experience of English students.
9. To promote the use of a range of methods and techniques for delivering, teaching, and assessing modules for which the post-holder has responsibility.

Other

1. To carry out specific subject roles and functions as may be reasonably required. Such duties would be defined after discussion with the English Programme Director, or at the discretion of the Head of Division.
2. Acting as a personal tutor and advising students on academic and personal matters.
3. To conduct all of the above activities to the standards and timescales specified by the School and the University.
4. To co-operate fully with all School and University policies and procedures relating to research, teaching, and administration.
5. To take part in the strategic leadership of the School, Team or Department, as appropriate, including leading teaching teams undertaking and managing early career teachers.
6. To be responsible for the development of teaching programmes of the University both strategically and operationally.

Related Activities and Functions

- Work effectively with relevant administrative, technical and academic staff in the 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:

The post-holder is ultimately responsible to the Dean of the School. In the first instance, however, the post-holder will report to the Head of Division for English, regarding teaching and related duties.

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 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience, and evidence of, excellence in teaching English and Creative Writing, to undergraduate and postgraduate students.	1, 2
	Experience of carrying out administrative duties linked to teaching duties.	1,2
Skills and abilities	A high level of communication skills (written and verbal) including the ability to communicate effectively in a wide range of classroom contexts.	2
	Ability to engage in excellent teaching at PGT and UG levels	1,2
	Ability to input into the design and content of lecture programmes.	2
	Ability to prioritise tasks and work under pressure to meet deadlines.	1,2
	Ability to provide timely and constructive feedback to students.	1,2
	Excellent time management and organisational skills.	1,2
	Ability to provide tutorial, academic and pastoral advice to undergraduate students.	1,2
	Ability to work as part of a teaching team, including leading such teams, and to engage with colleagues.	1,2
	The ability to provide strategic leadership to teaching at the programme level.	1,2
	The ability to undertake strategic administrative roles within the School.	2
Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required.	1,2
	A willingness to engage in continuous professional development.	1,2
Qualifications	A PhD, or PhD close to completion, in English or closely related discipline.	1,2
Other	Commitment to observing the University's Equal Opportunities Policy at all times.	1,2

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with small and large groups of undergraduates and postgraduates.	1,2
	Evidence of teaching interests that complement those of existing School staff.	1,2
Skills and abilities	Familiarity with IT and online teaching and learning skills and resources.	1,2
	Evidence of use, and development, of materials and technologies that enhance student learning experience.	1,2
Other	Formal recognition of professional standing in teaching (e.g. Fellow of the HEA) or commitment to obtaining this within reasonable timeframe.	1

Conditions of Service

The position is full time, and fixed term for ten months, commencing 1 September 2024. Salary will be on Specialist and Supporting Academic Teaching Grade 7, at £45,585. 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/>