

University Language Teacher in Spanish (0.45 FTE)

Job Ref: REQ240894

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School Summary: <http://www.lboro.ac.uk/departments/socialsciences/about/>

Job Description

Job Grade: Specialist and Supporting Academic Teaching Grade 6

Job Purpose:

The post will be based in the School of Social Sciences.

The post will deliver teaching on the Loughborough Language Centre (LC) suite of modules and extra-curricular courses offered on undergraduate and postgraduate programmes across the University. The post holder may take on additional duties as required.

Job Duties:

Teaching

1. To cooperate with colleagues in the continuous review and development of core Loughborough Language Centre modules, and review of existing programmes of study.
2. In conjunction with a more senior academic, to be responsible for the design and content of specific areas of teaching and learning within the LC suite of modules and extra-curricular courses.
3. To plan, deliver and review a range of teaching and assessment activities including small-group teaching, workshops, and one-to-one support sessions.
4. To undertake necessary academic duties, i.e., supervising projects, and marking associated with teaching within the programme and school, with guidance where required.
5. To provide support to students and provide advice on study skills etc., to students on language modules.
6. To cooperate with colleagues in the development of materials and technologies to enhance the learning experience of language students.
7. 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 Language Centre Manager.
2. Advising students on academic matters and referring them to the relevant services where appropriate.
3. To engage in training programmes in the University which are consistent with the needs and aspirations of the post-holder and the School.
4. To participate in relevant professional activities.
5. To conduct all of the above activities to the standards and timescales specified by the School and the University.
6. To co-operate fully with all School and University policies and procedures relating to teaching, scholarship and administration.
7. To undertake any other duties as may be reasonably requested, which 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 Language Centre Manager, 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 – Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience, and evidence of, excellence in teaching Spanish to undergraduate and / or postgraduate students.	1,2,3
	Experience of carrying out administrative duties linked to teaching duties.	1,3
Skills and abilities	Strong communication skills (written and verbal) in English and Spanish.	1,2,3
	The ability to relate to a wide range of individuals internal and external to the University.	1,3
	Familiarity with IT and online teaching and learning resources.	1,3
	Ability to input into the design and content of teaching programmes.	1,3
	Ability to provide timely and constructive feedback to students.	1,3
	Effective time management and organisational skills.	1,3
	Ability to provide tutorial, academic and pastoral advice to language students.	1,3
	Ability to work as part of a team and to engage with colleagues.	1,3
Training	A strong commitment to personal development. A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	1,3
Qualifications	A relevant postgraduate teaching qualification or equivalent relevant experience.	1
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Evidence of successfully working with highly diverse groups of students and staff.	1,3
	Evidence of interest in sharing good practice.	1
Skills and abilities	Evidence of use, and development of, digital technologies that enhance the student learning experience.	1
Other	Formal recognition of professional standing in Higher Education teaching (e.g. Fellow of the HEA) or commitment to obtaining this within reasonable timeframe.	1

Conditions of Service

This is an open-ended annualised position (0.45 FTE, worked mainly in term-time with pay averaged over the year). Salary will be on Specialist and Supporting Academic Teaching Grade 6, £34,866-£45,163 per annum.

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/>