

University Language Teacher in Spanish

Open-ended and part time at FTE0.45, starting in September 2025

Job Ref: REQ250215

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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-holder will deliver teaching on the Loughborough Language Centre (LC) suite of modules and extra-curricular courses offered to undergraduate and postgraduate students across the University. The post holder may take on additional duties as required.

Job Duties:

Teaching

1. 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.
2. To plan, deliver and review a range of teaching and assessment activities including small-group teaching, workshops, and one-to-one support sessions.
3. To undertake necessary academic duties, i.e., supervising projects, and marking associated with teaching within the programme and school, with guidance where required.
4. To provide support to students and provide advice on study skills etc., to students on language modules.
5. To cooperate with colleagues in the development of materials and technologies to enhance the learning experience of language students.
6. To promote the use of a range of methods and techniques for delivering, teaching and assessing modules for which the post-holder has responsibility.
7. To cooperate with colleagues in the continuous review and development of core Loughborough Language Centre modules, and review of existing programmes of study.

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 as a foreign language at a range of levels.	1,2,3
	Experience of using online teaching and learning resources and digital tools for daily work.	
Skills and abilities	Strong communication skills in English and Spanish.	1,2,3
	The ability to relate to and collaborate effectively with a wide range of diverse individuals, both students and staff.	1,3
	Ability to input into the design and content of teaching programmes.	1,3
	Ability to provide timely and constructive feedback to students and additional support or pastoral advice as required.	1,3
	Effective time management and organisational skills.	1,3
	Ability to work reliably as part of a team and to support colleagues.	1,3
Training	A strong commitment to professional 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 teaching experience.	1
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1,3
	A passion for the craft of teaching and a commitment to improving the lives and opportunities of students through education.	1,2,3

Desirable Criteria

Area	Criteria	Stage
Experience	Evidence of successfully working with highly diverse groups of students and staff and implementing inclusive initiatives in teaching.	1,3
	Experience of teaching undergraduate and / or postgraduate students in a higher education context.	1,3
	Evidence of commitment to sharing good practice.	1,2,3
Skills and abilities	Evidence of pedagogically informed use and/or development of digital technologies that enhance the student learning experience.	1,2,3
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, part time 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 (£35,116 to £45,163) 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 [here](#).

We also offer an on-campus nursery with subsidised places, and subsidised places at local holiday clubs (further details are available [here](#))

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 [here](#).