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| Job Description |  |

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| **Job Title:** | Associate Lecturer in Chinese (1.0 FTE 1 year LTC and term time only) |
| **School/Service:** | Language, Literature and International Studies |
| **Grade:** | G (£27,854-£32,267) Starting salary unlikely to exceed £27,854 |
| **Responsible to:** | Dean of School; Academic Lead in MFL; Subject Leader in Chinese |
| **Responsible for:** | N/A |
| **Reference Number:** |  |
| **Closing Date:** |  |
| **Job Purpose:** To play a role in the delivery of modules, and student supervision in Chinese Language and Cultural Studies on the School’s programmes at undergraduate level. | |
| **Main Duties and Responsibilities:** | |
| 1. To act as a tutor on modules in Chinese language and culture and society, according to the requirements of the Subject. Teaching would be under the guidance of a module leader | |
| 1. To deliver Chinese Language and Cultural Studies modules on the undergraduate and Applied Languages programmes | |
| 1. To supervise and mark dissertations and / or translation projects | |
| 1. To develop own teaching materials with assistance and support | |
| 1. To contribute to the development of module information packs, assignments and examination questions | |
| 1. To assess student progress and provide feedback | |
| 1. To actively participate as a member of the teaching team | |
| 1. To attend and contribute to relevant meetings | |
| 1. To continue to develop own teaching and learning skills through attendance at any associated training and development sessions | |
| 1. To contribute to the planning of teaching programmes | |
| 1. To act as personal tutor | |
| 1. To undertake any other duties relevant to the School’s activities and commensurate with the level of the post, as directed by the Dean of School/designated person. | |

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| **Signed:** |  | **Date:** |  |

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| Person Specification |  |

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| **Attributes** | **Essential** | **Desirable** | **Measured By** |
| **Work Experience** | Relevant experience of teaching Chinese language and Culture & Society at a range of levels in an academic environment  Experience of teaching on the designated areas of the curriculum | Experience of curriculum design and development of teaching and learning resources in a higher education environment | Application form / interview |
| **Education/ Qualifications** | Good honours degree (or equivalent) in a relevant subject | Qualification in teaching at HE | Application form |
| Postgraduate qualification or equivalent experience in a field related to Modern Foreign Language Studies |  |
| **Skills/ Abilities** | Flexible, innovative approach to teaching | Experience in the delivery of teaching and learning activities to undergraduate students | Interview |
| Excellent presentation and communication skills  High-level linguistic competence in Chinese (mother-tongue equivalence) | Experience in preparing students for the new HSK tests |
| Administrative precision and successful record of working to deadlines |  |
| Proven ability to work both on own initiative and as part of team |  |
| Ability to use IT and relevant software packages in the support of teaching and learning |  |
| **Other** | Flexibility to meet the demands of a rapidly changing educational environment | Commitment to continued professional development | Interview |
| Empathy with the University’s Mission statement |  |

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| **Compiled by:** | Dean of School of Language, Literature and International Studies | **Date:** |  |