

Job Description



Job Title:	Lecturer in Chinese Language and Cultural Studies
School:	School of Language, Literature and International Studies
Grade:	Grade H (£33,230 - £38,522) Starting salary unlikely to exceed £33,230
Contract:	Full Time (1.0 FTE), Indefinite Contract
Responsible to:	Dean of School
Responsible for:	
Reference Number:	REQ000687
Closing Date:	Sunday 28 th July 2013

Job Purpose:

To contribute to the academic course management, teaching, external liaison, research development and scholarly activities in Chinese Language and Cultural Studies within the portfolio of Modern Foreign Languages on the School's undergraduate and postgraduate degree programmes.

Main Duties and Responsibilities:

1. To make a contribution to achieving the academic objectives of the School through teaching, research and income generation activities.
2. To take day-to-day responsibility for the co-ordination of specific modules and/or courses in Chinese Language and Cultural Studies, MA Interpreting and Translation and the Applied Languages programmes.
3. To contribute to the student recruitment process within the School of Language, Literature and International Studies and the promotion of Chinese Language and Cultural Studies in the local school and college community.
4. Working with the relevant colleagues, to ensure that the organisation of course and programmes adheres to the School's and University's procedures of Quality Assurance.
5. To act as Personal Tutor for a designated number of students from the School of Language, Literature and International Studies.
6. To undertake the administrative duties in relation to specified research/knowledge transfer and teaching responsibilities.
7. To work to appropriate targets as set by the Dean of School/designated senior staff member to secure a high quality teaching and learning environment for students.
8. 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.

Person Specification



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Compiled by:			
Date:			
Attributes	Essential	Desirable	Measured By
Work Experience	<p>Substantial, recent experience of teaching Chinese Language and Culture at a range of levels.</p> <p>Experience of curriculum design and development in language education</p>	<p>Experience of teaching Chinese Language and Culture in a higher education environment</p> <p>Experience in teaching and/or practising interpreting and/or translation</p> <p>Experience of managing academic modules and programmes</p>	<p>Application Form</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
Education/Qualifications	<p>Good Honours Degree (or equivalent), in a relevant subject</p> <p>PhD or near completion in a related field</p>	<p>Membership of the UK Higher Education Academy</p> <p>PGCE (or equivalent)</p>	<p>Application Form</p> <p>Application Form</p>
Skills/Abilities	<p>Native/near-native competence in English and Chinese</p> <p>Ability to produce REF-able outputs in the fields of language, linguistics, cultural studies, literature, politics and international relations</p> <p>Practical knowledge of assessment and quality assurance instruments in language teaching</p> <p>Flexible, innovative approach to development of teaching methods and materials</p> <p>Ability to use virtual learning environment systems in HE</p> <p>Proven ability to work effectively both individually and as part of a team.</p> <p>Administrative precision and a successful record of working to deadlines.</p> <p>Well-developed IT Skills</p>	<p>Native/near-native academic competence in another East Asian, Middle Eastern or other language</p> <p>Knowledge of UK HE QAA Procedures</p> <p>Ability to develop on-line and mobile learning materials</p> <p>Familiarity with Blackboard Learn online education platform</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form Interview</p> <p>Application Form Interview</p> <p>Application Form</p>
Other	<p>Awareness of, and sensitivity to, the culture of the School and University.</p> <p>Empathy with the University's Mission Statement and Medium Term Strategy</p>		<p>Application Form / Interview</p> <p>Application Form / Interview</p>