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**Job Description**

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| **Job title** | Teaching Fellow in Spanish |
| **Department/School** | **Politics, Languages and International Studies** |
| **Job family** | Education and Research |
| **Grade** | 6 |
| **Reporting to** | Spanish Section Convenor |
| **Responsible for** | Teaching Spanish Language |
| **Location** | University of Bath premises |

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| **Background and context** |
| The [Department of Politics, Languages and International Studies](http://www.bath.ac.uk/polis/) (PoLIS) is looking to recruit a Teaching Fellow in Spanish.  The postholder will be expected to teach a range of courses on Spanish language across all years of our [Politics](http://www.bath.ac.uk/courses/undergraduate-2018/politics/) and Language, [MLES](http://www.bath.ac.uk/courses/undergraduate-2018/languages/) and [IMML](http://www.bath.ac.uk/courses/undergraduate-2018/business-and-management/) undergraduate programmes.  As a Teaching Fellow, the postholder will also be required to take an active part in the life and development of the Spanish section, including assisting with recruitment as well as other administrative tasks.  PoLIS is a vibrant community providing excellent opportunities for academic teaching and research. We deliver a range of highly successful courses at undergraduate and post-graduate levels with an excellent reputation for our supportive learning environment. |

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| **Job purpose** |
| To prepare and deliver teaching of whole or parts of undergraduate or taught postgraduate units: this will include preparation of teaching material, delivery of lectures, seminars, tutorials, and group work (as appropriate to the department/discipline); assessment and marking of coursework and dissertations.  Provide advice and support to students, acting as a Personal Tutor.  Supervision of undergraduate or taught postgraduate student projects, and teaching-related management and administration duties.  To engage with our recruitment procedures and participate in events such as Open Days and school visits.  Whilst it is expected that teaching will be informed by research/professional expertise, there is no research component to this role. |

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| **Main duties and responsibilities** | |
| The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities, and the balance between the elements in the role, may change or vary over time depending on the specific needs at a specific point in time, or due to changing needs in the department/group. Jobholders should note that there may not be an immediate requirement to carry out all the activities listed below. | |
| **1** | **Teaching** |
| a | Prepare and deliver high quality lectures, tutorials, seminars and laboratory classes – as appropriate to the department and discipline - on a defined, specific and sometimes specialist subject (either undergraduate or postgraduate), with associated assessments, within an existing course framework.  Includes preparing teaching materials, communicating subject matter clearly, supporting students’ studies and encouraging debate to develop rational thinking as appropriate to the unit being taught.  **This will include teaching in the target language necessitating native or near-native fluency.** |
| b | Participate in the review of undergraduate and taught postgraduate units and programmes and contribute to degree scheme review as appropriate within the Department/School. |
| c | Supervise the project work of undergraduate students and Masters project students, where appropriate. |
| d | Take responsibility for setting and assessment of coursework and examinations, including marking and providing written/oral feedback across all years of the programmes. |
| e | Carry out course evaluation including facilitating student feedback, reflecting on own teaching design and delivery and implementing ideas for improving own performance. |
| f | Deal with student queries about the content and delivery of a unit as well as providing advice and ideas to them where necessary. |
| g | Co-ordinate the work of teaching assistants, where applicable. |
| h | Plan and prioritise own work and forward plan for teaching. |
| **2** | **Management and Administration** |
| a | Act as personal tutor to undergraduate and/or Masters level postgraduate students. |
| b | Management, administrative and pastoral care duties, including attending meetings, unit and programme boards, report writing. |
| c | Assist with other activities (e.g. negotiating and arranging industrial placements, undertake widening participation/outreach/schools liaison or similar academic administrative duties) as required. |
| d | Contribute to outreach and/or Widening Participation activity within the Department, Faculty/School or University. |
| e | Such other duties as may be reasonably required within the grade. |

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| **Special conditions** |
| All appointments to Teaching Fellow posts are subject to one year’s probation and successful completion of the Bath Course in Enhancing Academic Practice (Bath Course). Individuals may be granted exemption from the Bath Course and/or probation at the University’s discretion. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** | **Examples measured by** |
| **Qualifications** |  |  |  |
| PhD in a relevant subject or some relevant academic teaching experience or relevant professional knowledge  UG degree or equivalent level qualification or equivalent professional expertise  Higher education teaching qualification or professional recognition (e.g. PGCert, FHEA or equivalent) | √ | √  √ |  |
| **Experience/Knowledge** |  |  |  |
| Should have demonstrated that they have appropriate subject knowledge and communication skills to enable them to perform the teaching duties required of them  Sufficient breadth and depth of knowledge to contribute to course development and scholarship activities  Demonstrates good teaching technique  Capable of context setting and handling conceptual frameworks  Fluency in Spanish and the ability to teach in the target language | √  √  √  √  √ |  |  |
| **Skills** |  |  |  |
| Plan and prioritise own workload, including preparation of teaching materials  Ability to assess and market student coursework and provide feedback  Well developed interpersonal skills and interactive capability  Ability to recognise those having difficulties, intervene and provide help and support | √  √ | √  √ |  |
| **Attributes** |  |  |  |
| Act as a good role model  Ability to work as part of a team  Enthusiasm and self-motivation  Ability to encourage active participation by students  Ability to exercise initiative and be proactive | √  √  √ | √  √ |  |