



Job Description

Job title:	Foreign Languages Course Leader (resources, TEL and autonomous learning)
Department/School:	Skills Centre
Grade:	7
Location:	University of Bath Campus

Job purpose

This is a new and exciting opportunity to join an established team of linguists. The purpose of this role is to support the Head of Foreign Languages in three main areas of activity, as indicated below.

1. **Resources management:** the post holder will be required to keep abreast with the latest language learning materials, analyse their value, suggest and monitor their effective use.
2. **Technology enhanced learning:** the post holder will lead the pedagogical development of an on-line language provision and provide regular support and CPD to the teaching team in the effective use of technologies for teaching
3. **Autonomous language learning:** the post holder will manage an advisory service for all students, to ensure the accessibility and inclusivity of our language provision. This will include support in autonomous language learning and the supervision and coordination of student-led activities (like PAL, e-PAL and Language Exchange).

Source and nature of management provided

Head of Foreign Languages

Staff management responsibility

Up to 8 Grade 6 Teaching Fellows

Career and Professional Development Activities

The post holder will be required to engage in continuous professional development, consultancy and other forms of external engagement, as appropriate.

From time to time the post-holder may be asked to assist in the facilitation and delivery of CPD activities. This will form part of the substantive role and the post holder will not receive additional payment for these activities.

Special conditions

Some FL classes are timetabled outside normal teaching hours. Observation of evening classes for QA purposes will be required. In addition, some staff development or promotional activities which the post holder will be expected to attend might take place on a weekend. In such cases, time off in lieu in a non-teaching period will be granted.

This role supports autonomous and on-line language learning across the whole University and the wider community.

Being mainly (but not exclusively) based in the Language Learning Zone, this role will be an accessible point of contact for current or potential language learners.

Main duties and responsibilities

1 Developing and managing language learning resources (including e-resources)

- Keep up-to-date with the latest resources in the field of language learning
- Identify suitable and cost-effective resources, in line with the strategic and business needs of the department
- Advise on the adoption of suitable resources, both in terms of reasons for the adoption and methods for their effective use
- Signpost teaching staff and students to appropriate resources to reach their teaching and learning needs, offering support when necessary
- Monitor, evaluate and report on the usage and effectiveness of materials used for teaching and autonomous learning

2 Technology Enhanced Learning

- Lead the teaching team on the creation of blended learning courses, in order to ensure effective learning in the classroom, maximise students' motivation and retention
- Lead the teaching team on the creation of on-line language courses, in order to ensure the inclusivity of our language offer
- Offer sound pedagogical advice to the teaching team in the use of technologies for learning, ensuring enhancement of learning, maximising students' motivation and retention

	<ul style="list-style-type: none"> • Monitor and support the use of the VLE in all language offer, including in the autonomous learning one • Analyse usage and provide reports on the usage of VLE in all language offer
3 Support autonomous language learning	<ul style="list-style-type: none"> • Under the direction of the Head of Foreign Languages, and in cooperation with other Course Leaders, organise and manage an advisory service in order to identify the best language learning opportunities available to students, thus ensuring the inclusivity of the language provision • Supervise, coordinate and support student-led activities to promote intercultural and multinational exchanges amongst students (i.e. PAL, e-PAL, language exchange, e-tandem, conversation clubs etc.) • Ensure that the Language Learning Zone affords a stimulating, creative and flexible study and communal area • Evaluate and report on autonomous language learning
4 Managing the teaching team	<ul style="list-style-type: none"> • Participate in the recruitment, induction and management of teaching staff • Be responsible for the professional leadership of the team, enabling staff to develop their skills both individually and collectively, with particular emphasis on TEL training and support • Be responsible for the pastoral care and performance management of the team • Maintain accurate records of leave (sickness or annual leave) and all other HR related matters
5 Teaching and learning development	<ul style="list-style-type: none"> • Create an environment that promotes and supports excellence in teaching and learning • Promote the use of progressive and innovative technologies for language learning • Remain current with new developments and strategies in the field of languages, in order to help users to achieve their language potential • Maintain regular communication with key stakeholders in the University (e.g. Student Union, Centre for Learning and Teaching, Library, Audio Visual and Digital departments etc.) and outside it (e.g. Association of Universities Language Communities, British Council, etc.)
<p>The post holder will be required to undertake other duties of a similar nature as reasonably required by their line manager.</p>	



Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
<u>Qualifications</u>					
First degree (or equivalent qualification) in a relevant subject area	X		X		
Language teaching qualification	X		X		
Teaching with Technology certificate (or equivalent experience)		X			
<u>Experience/Knowledge</u>					
Experience of successfully managing a team (preferably a teaching team)		X	X	X	X
Proven ability in using technologies for the enhancement of learning and teaching	X		X	X	X
Knowledge of on-line pedagogical tools	X		X	X	X
Project management	X		X	X	X
Experience in using and knowledge of language learning resources, including e-resources	X		X	X	X
Experience in the management, design and delivery of on-line language courses	X		X		
Knowledge of e-learning and VLEs	X		X	X	X
Awareness and understanding of the activities and objectives of the University as a whole		X	X	X	X
Experience in running an advisory service for autonomous learning	X		X	X	X
Experience in coordinating student-led activities		X	X	X	X
Experience in working with students with additional needs or specific learning difficulties		X	X	X	X

<u>Skills</u>					
Highly effective oral and written communication skills	X		X	X	X
Strong teamwork and interpersonal skills, including the facilitation of behavioural change, negotiating and relationship building		X	X	X	X
Proven project management skills		X		X	X
Proven people management skills		X			
Proven ability to meet deadlines and prioritise	X		X	X	X
A sound understanding of language learning e-pedagogies	X		X	X	X
Proven administrative and IT skills	X		X	X	X
<u>Attributes</u>					
Positive attitude and constructive approach to change	X		X	X	X
Ability to organise own work and that of others	X		X	X	X
Ability to set priorities, meet targets and to work under pressure while maintaining attention to detail	X		X	X	X
Strong interest in professional development, enthusiasm and desire to embrace new challenges	X		X	X	X
Creative, flexible and innovative	X		X	X	X
Ability to work independently or following directions, as required	X		X	X	X
Strong emotional resilience	X		X	X	X

Code: A/F – Application form, I/T – Interview/Test, R - References