



## Job Description

<b>Job title</b>	Lecturer
<b>Department/School</b>	POLIS
<b>Job family</b>	Education and Research
<b>Grade</b>	7
<b>Reporting to</b>	Director of Teaching/Head of Department
<b>Responsible for</b>	May coordinate the work of Teaching Assistants, where applicable
<b>Location</b>	University of Bath premises

### Background and context

The Department of Politics, Languages and International Studies (PoLIS) is an internationally renowned Department whose scholars produce leading research in the following areas: Governance, Conflict and Security, Memory and Identity. The department delivers a range of programmes at undergraduate and post-graduate levels (<http://www.bath.ac.uk/polis/>) and is committed to supporting excellence in both research and teaching.

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This post is intended to contribute to teaching capacity in Spanish language, as part of our MLES, IMML and IPML programmes. Applicants should have a qualification and experience in the teaching of Spanish as a foreign language.

The postholder will be expected to teach in the target language at undergraduate level.

The postholder will also be required to take an active part in the life and development of the section, including the recruitment process.

### Job purpose

Plan and deliver on taught programmes of education, and support student learning, at undergraduate and postgraduate level (as appropriate).

### Main duties and responsibilities

This teaching-specialist academic role covers the design, delivery and development of teaching, and the support of learning, on the University of Bath's undergraduate and/or taught postgraduate programmes. The description below indicates the level of responsibility and scope of the role in terms of the range of activities that may be required. You will not necessarily be expected to undertake the full range at any one time but may be required to do any of them with reasonable notice and support, according to the changing needs in the

Department/ Division / University.

Underpinning these activities are an ongoing commitment to continuing professional development and scholarship, where scholarship is defined as engaging with a deep and broad study of the discipline, familiarity with the current boundaries of knowledge and how they are advanced, and active participation in the development of education in the discipline.

<b>1</b>	<b>Teaching</b>
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	Prepare and deliver teaching activities and support student learning within an existing course framework using a variety of inclusive methods, including appropriate technologies.
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	Supervise the project work of undergraduate students and taught Masters project students, where appropriate.
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	Assess the work and progress of students and provide them with constructive feedback.
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	Evaluate the effectiveness of teaching and seek ways to improve your practice, through the collection and evaluation of feedback and other data.
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	Develop and implement ideas for improving teaching methods, assessment and feedback and / or and the learning environment.
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	Engage in professional development in relation to teaching, learning and assessment, taking an approach informed by evidence, research and scholarship, in order to enhance your practice.
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	Actively engage in activities to refresh and update your subject knowledge and expertise.
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	Actively engage in activities to refresh and update your knowledge of pedagogy in your discipline.
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	Act as an academic advisor for new and returning taught students within your academic department, consistent with the University's Quality Assurance Code of Practice QA33.
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<b>2</b>	<b>Management and Administration</b>
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	Work as a member of an academic team, for example contributing to programme design and evaluation, participation in departmental committees, co-supervising student research projects.
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	Contribute to activities that encourage and promote external engagement with the University, such as open days, outreach programmes, student placements.
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	Plan and co-ordinate the delivery of taught units and programmes for which you are responsible, including co-ordinating the work of teaching assistants, where applicable.
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<b>Special conditions</b>
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All appointments to Lecturer posts (without research) are subject to one year's probation, during which they must undertake the Bath Probationary Pathway to HEA Fellowship (PHEAF). Individuals may be granted exemption from probation requirements at the University's discretion.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Undergraduate degree (e.g. BA, BSc, BEng)	√	
Postgraduate qualification in a relevant subject area and actively working towards completing a PhD <b>or</b> the equivalent in professional qualifications and experience.	√	
Higher education teaching qualification or professional recognition (e.g. PGCert, FHEA or equivalent)		√
<b>Experience/Knowledge</b>		
Demonstrates depth and breadth of understanding of subject matters at a level appropriate to the teaching to be delivered	√	
Demonstrable effectiveness as a teacher	√	
Good understanding of the development of taught programmes and teaching methods, including assessment		√
<b>Skills</b>		
Ability to plan and prioritise own workload, including preparation of teaching materials	√	
Excellent written and verbal communication skills	√	
Excellent presentation skills	√	
Demonstrated ability to work in teams	√	
Well-developed interpersonal skills including interactive teaching and student support	√	
<b>Attributes</b>		
Commitment to excellence in education and to providing the highest quality experience for students	√	
Commitment to working within professional and ethical codes of conduct	√	