
THE POST

College: Humanities (<http://humanities.exeter.ac.uk/>)

Post: Lecturer (Education and Scholarship) in Russian

Reference No: P46460

Grade: F

Reporting To: Head of Modern Languages

Responsible For: -

The above full-time post is available from 1 September 2014 to 31 May 2015 in the College of Humanities.

Job Description

Main purpose of the job:

You will have responsibility for the design, development and production of teaching and learning material and deliver either across a range of modules or within a subject area. You will work with the Director of Education for Modern Languages, the Programme Director for Russian, and module co-ordinators of team-taught modules to ensure the efficient and effective delivery of teaching programmes in accord with the College's education strategy and implementing the External Affairs strategy. You will also contribute directly to foundation teaching in one or more of the discipline areas in the College and to the development and implementation of innovative teaching practices across the College.

Main duties and accountabilities:

1. Teach a range of modules in Russian language and culture. You will design at least one optional module which may be in any suitable area of Russian culture, including (but not limited to) literature, film, art history or visual culture. These will be aimed at first-year, second-year or final-year students as appropriate. You will also be asked to teach existing optional modules using available materials and to contribute to team-taught modules on aspects of Russian culture. You will give undergraduate tuition in Russian language (grammar and translation) to classes of up to 16 students. You may also be asked to take seminars or supervise student work in the Department's MA Translation. You will participate in marking of year-abroad work and in oral examinations. You will be asked to co-ordinate the running of modules or parts of modules.
2. Use appropriate teaching, learning support and assessment methods, supervise student projects and the academic elements of field trips, and, where appropriate, placements.
3. Identify areas where current provision is in need of revision or improvement and contribute to the planning, design and development of objectives and material.
4. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
5. Set, mark and assess work and examinations and provide feedback to students.
6. Ensure that module design and delivery comply with the quality standards and regulations of the university and College.

Liaison and Networking

Participate in and develop external networks, for example to contribute to student recruitment (open days), or facilitate outreach work (widening participation).

Managing people

1. Mentor colleagues with less experience and advise on personal development
2. Co-ordinate the work of others to ensure modules are delivered to the standards required.

Initiative, problem-solving and decision-making

1. Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
2. Develop ideas for generating income and promoting the subject.
3. Exercise sole responsibility for the design and delivery of own modules and assessment methods.
4. Contribute to the accreditation of programmes and quality control processes.
5. Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

Planning and managing resources

1. As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
2. Be responsible for administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress and student attendance.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view the Lecturer (Education and Scholarship) role profiles at <http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/>

Person Specification

Competency	Essential	Desirable
Attainments/Qualifications	Possess a depth or breadth of specialist knowledge demonstrated by a PhD in Russian studies, or equivalent, of the core knowledge relating to academic area in order to teach and support learning on academic area modules	Associate Fellow of the HEA
Skills and Understanding	Possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field. Have native or near-native competence in Russian language which will enable you to take language classes up to degree level and, if required, up to masters level. Evidence of excellent teaching identified by peer review and have made an impact at discipline programme level beyond their own teaching	
Prior Experience	Have experience of teaching, curriculum development and quality management and enhancement in an HE environment.	Experience of teaching Russian language skills. Experience of postgraduate teaching and supervision.
Behavioural Characteristics	Excellent written and verbal communication skills. Able to communicate complex and conceptual ideas to a range of groups. Able to identify potential sources of funding.	

	<p>Able to participate in and develop external networks.</p> <p>Be able to demonstrate independent and self-managing working styles</p> <p>Have knowledge of tertiary education and be able to use a range of delivery techniques to enthuse and engage students</p>	
--	--	--

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Dr Chloe Paver, Director of Education, telephone (01392 724338) or email c.paver@exeter.ac.uk.

Additional Information Relating to the Post

Salary

Salary will be circa £32,590 within the Grade F band (£32,590 - £36,661) per annum subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the Home Office website at <http://www.ukba.homeoffice.gov.uk/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at www.uss.co.uk. **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon**

as you can so that possible membership of the Final Salary benefits section can be investigated. The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information. Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **26 March 2014**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.