



## THE POST

**College:** **College of Humanities**  
<http://humanities.exeter.ac.uk/>

**Post:** **Associate Lecturer in Italian (Education and Scholarship)**

**Reference No:** **R11236/P43407**

**Grade:** **E**

**Reporting To:** **Dr Sonia Cunico**

The above part-time post is available on a permanent basis from 1 September 2012 in the College of Humanities.

### **The College of Humanities, Modern Languages**

We are looking for an experienced, dedicated, and innovative Italian language tutor with the ability to teach at all levels of our degree programme.

The Department of Modern Languages at Exeter is one of the UK's leading and most respected centres for research and teaching in French, German, Hispanic Studies (including Catalan and Portuguese), Italian, and Russian. We produce research of international and world-leading standard, and have high rates of student satisfaction in the National Student Survey. Staff in the five languages work together on all areas of policy and delivery including admissions, curriculum development, assessment and student support. We have over thirty research-active members of staff, and a total research and teaching staff, including lecturers and Graduate Teaching Assistants, of 74. We are based on the Streatham Campus in Queen's Building, which has recently benefited from a £3 million investment in academic facilities. Modern Languages at Exeter has undergone a process of strategic review over the last few years, and is now looking to expand its undergraduate and staffing provision to meet increasing demand. Languages form a key part of the College of Humanities and University strategy.

Further details of our research and teaching can be found at:

<http://humanities.exeter.ac.uk/modernlanguages/>

### **Italian Studies**

Every year 50 UG students enter our first year to study Italian either at beginners level or at post-A level. Italian Studies provides high quality teaching within a friendly, supportive and challenging atmosphere. Italian Studies offers students a wide ranging programme of studies including Postwar Italian cinema, Italian linguistics, and literature (in particular medieval poetry, Dante and Cavalcanti, Manzoni and the Manzonian tradition, fantastic fiction, modern and contemporary narrative).

### **Job description**

#### **Main purpose of the job**

The successful candidate will have responsibility for teaching up to 17 language hours per week that form part of specialist undergraduate language degree programmes at all levels (from first-year beginners to final year degree level). S/he will work with colleagues to ensure the efficient and effective delivery of teaching programmes in accord with the College's education strategy. S/he will also contribute directly to the development and implementation of innovative teaching practices across the College.

### **Main duties and accountabilities:**

- Teach as a member of a team within an established undergraduate language degree programme.
- Record-keeping, assessment and feedback duties as part of the teaching team: maintaining and returning accurate registers of student attendance, advising administrative staff of any significant student absence, and advising the Programme Director of any students who are not progressing as expected.
- Develop own teaching materials, methods and approaches.
- Supervise the work of students, provide advice on study skills and help them with learning problems.
- Respond to student questions, needs and feedback, provide weekly office hours, and offer support and advice as appropriate.
- Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
- Attendance at Departmental meetings.
- Engage in continuous professional/staff development and training.

### **Liaison and Networking**

The post holder will build internal contacts and participate in internal networks for the exchange of information.

### **Managing people**

Manage own teaching, scholarly and administrative activities.

### **Initiative, problem-solving and decision-making**

- Deal with problems which may affect the delivery of own teaching and contribute to decisions affecting the work of the team.
- Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities.
- Share responsibility in deciding how to deliver modules and assess students.
- Contribute to collaborative decision making with colleagues on academic content, and on the assessment of students' work.

### **Planning and managing resources**

- Plan own day-to-day activity within the framework of the agreed programme.
- Co-ordinate own work with that of others to avoid conflict or duplication of effort.
- Contribute to the planning of teaching programmes.
- Use teaching resources and facilities as appropriate.
- Plan and manage own teaching and tutorials.

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 Associate Lecturer (Education and Scholarship) role profile.

### **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	Fluent in Italian with excellent command of English  University graduate	Appropriate teaching qualification  Graduate in a language-related subject
Skills and Understanding	Excellent written and verbal communication and organisational skills in both Italian and English  Possess and maintain sufficient breadth or depth of specialist knowledge in the discipline and of teaching methods and techniques	Experience of designing, setting, and marking appropriate assessment components

	<p>to work within established teaching programmes</p> <p>Have the ability to work independently</p>	
Prior Experience	<p>Experience of teaching Italian as a foreign language in HE/FE</p> <p>Experience of contributing to the planning and design of teaching materials</p> <p>Evidence of successful engagement with undergraduate students</p>	Experience of teaching Italian to all levels, from <i>ab initio</i> to Advanced (A1-C2 European Common Framework for Languages)
Behavioural Characteristics	<p>Proven ability to work proactively</p> <p>Ability to plan and manage own workload</p> <p>Use a range of delivery techniques to enthuse and engage students</p> <p>Able to communicate material of a specialist or highly technical nature</p> <p>Able to liaise with colleagues and students.</p> <p>Able to build contacts and participate in internal networks for the exchange of information and collaboration</p> <p>Able to engage the interest and enthusiasm of students and inspire them to learn</p> <p>Develop familiarity with a variety of strategies to promote and assess learning</p> <p>Engage in continuous professional development</p> <p>Understand equal opportunity issues as they may impact on academic content and issues relating to student need.</p>	Experience of using a virtual learning environment to support and enhance student learning
Circumstances	Be available to teach from 1 <sup>st</sup> September 2012	

#### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Dr Sonia Cunico, Director of Language Teaching, e-mail [s.cunico@exeter.ac.uk](mailto:s.cunico@exeter.ac.uk) or telephone (01392) 724227.