## JOB DESCRIPTION

**Teaching Associate in French, Department of Languages and Cultures (DeLC)**  
**Vacancy Ref:** A2332

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Teaching Associate in French</th>
<th><strong>Present Grade:</strong> 6P</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong> Languages and Cultures (DeLC)</td>
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<td><strong>Directly responsible to:</strong> Head of Department</td>
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<td><strong>Supervisory responsibility for:</strong> None</td>
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### Other contacts

**Internal:** Departmental staff; students of all years;

**External:** Consulates/diplomatic institutions relevant to the subject discipline of the postholder; partner institutions relevant to the subject discipline

### Major Duties:

- Teaching all levels of linguistic provision in the Department
- Preparing diverse course material relating to the teaching of the subject discipline
- Contributing to the writing of coursework assessment and exams
- Marking related to courses taught
- Orally examining courses taught
- Contributing to syllabus design
- Checking class attendance and reporting absenteeism as per departmental guidelines
- Contributing to Year Abroad administration including marking related to courses taught, advice and support to students
- Initiating and promoting a variety of extra-curricular cultural activities in the subject discipline, engaging as appropriate with relevant student bodies
- Attending meetings associated with courses taught
- Maintaining availability to address student enquiries
- Consulting convenors of courses taught and other members of staff as appropriate.

Undertaking such duties as may be requested by the Head of Department.