## JOB DESCRIPTION
Senior Teaching Associate in Spanish Studies, DeLC
Vacancy Ref: A2610

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Senior Teaching Associate in Spanish Studies</th>
<th><strong>Present Grade:</strong> 7P</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong> DeLC</td>
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<td><strong>Directly responsible to:</strong> Head of Department</td>
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<tr>
<td><strong>Supervisory responsibility for:</strong> Teaching Associate; part-time tutors</td>
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### Other contacts

**Internal:** Department and Faculty of Arts and Social Sciences colleagues and students, together with colleagues in other faculties, providers of student support services, the Library, Information Systems Services and central administration.

**External:** Academic bodies and agencies including professional associations and partner institutions

### Major Duties:

- To contribute to the design and delivery of undergraduate language teaching in Spanish in the Department at all levels through workshops, lectures, seminars and tutorials including the setting and marking of written and oral assessment. If appropriate, to contribute to other elements of the curriculum in DeLC and/or postgraduate taught programmes.

- To convene language courses and year groups at any level (first to final year; beginners, intermediate or advanced).

- To contribute to the development of new undergraduate language programmes in terms of design, content, structure, progression, modes of delivery and methods of evaluation.

- To develop, where appropriate, revisions to existing courses or new courses in terms of design, content, structure, forms of delivery, method of assessment etc.

- To contribute to the teaching of Spanish culture and society, if appropriate.

- To take on an administrative role within Spanish, such as the preparation, coordination and evaluation of the International Placement Year.

- To take on an administrative role within the Department and contribute to practice-led reflection on pedagogy and/or departmental activities.

- To contribute to the Department’s academic and pastoral care of its students and to the enhancement of their learning, personal development and achievement.

- To participate in the Department’s various outreach activities including Open Days, school visits etc.

- To undertake supplementary academic and administrative duties as required by Head of Department.