**JOB DESCRIPTION**

Confucius Institute Teaching Lead and Lecturer in Chinese (CI Core Teacher)

Ref: A3433

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Confucius Institute Teaching Lead and Lecturer in Chinese (CI Core Teacher)</th>
<th>Present Grade:</th>
<th>7P</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Languages and Cultures (DeLC)</td>
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<td>Directly responsible to:</td>
<td>Director of Lancaster University Confucius Institute and Head of Department (DeLC)</td>
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<td>Supervisory responsibility for:</td>
<td>Academic coordination of Confucius Institute teachers and teaching assistants</td>
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**Other contacts**

**Internal:**
Colleagues and students in the Confucius Institute and its teaching sites, the department, the Faculty of Arts and Social Sciences, together with colleagues in other Faculties, providers of student support services, the library, IT and central administration.

**External:**
Other Confucius Institutes, the Chinese International Education Foundation (CIEF) and the Centre for Language Education and Cooperation (CLEC), schools, professional associations, partner institutions, external examiners, South China University of Technology

**Major Duties**

1. Teach Chinese language, translation, interpreting, contribute to the teaching of Chinese culture and society on undergraduate and/or postgraduate courses through workshops, lectures, seminars and tutorials including the setting and marking of written and oral assessment delivered by the University and on the Confucius Institute’s part-time courses. The teaching load will be a minimum of 8 hours per week.
2. Design, coordinate, teach, evaluate and improve Confucius Institute part-time courses.
3. Co-ordinate teaching by Confucius Institute teachers and assistant teachers who contribute to degree and non-degree modules offered by the University, providing support and feedback to them as needed
4. Devise, co-ordinate and provide training and development activities for short-term seconded Confucius Institute teachers and assistant teachers at the University and the Confucius Institute’s teaching sites.
5. Convene language and translation courses and year groups at any level (first to final year; beginners, intermediate or advanced, postgraduate).
6. Contribute to the design and delivery of undergraduate and postgraduate language and translation teaching of Chinese in terms of content, structure, progression, modes of delivery and methods of evaluation in the Department at all levels, through workshops, lectures, seminars and tutorials including the setting and marking of written and oral assessments.
7. Contribute to and develop Chinese language scholarship projects and engagement events on behalf of Lancaster University Confucius Institute and the Department.
8. Contribute to exploring new opportunities for the expansion of Lancaster University Confucius Institute’s teaching sites in Lancaster University’s overseas campus and creation of new teaching programs such as Silk Road Studies.
9. Manage Confucius Institute activities such as Chinese Bridge, HSK, etc.
10. Communicate effectively with students and colleagues, using face-to-face, telephone, written and electronic communication (including email, Moodle, Teams) modes as appropriate.
11. Supervise dissertations where appropriate.
12. Take on administrative roles, such as the preparation, coordination and evaluation of the International Placement Year for Chinese, organising Confucius Institute teaching archives.
13. Contribute to the Department’s academic and pastoral care of its students and to the enhancement of their learning, personal development and achievement.
14. Participate in the Confucius Institute’s and Department’s various outreach activities including Open Days, school visits, summer schools, etc.
15. Contribute to social media and reporting of Lancaster University Confucius Institute activities.
16. Support the key development agendas of Lancaster University Confucius Institute.
17. Undertake supplementary academic and administrative duties as required by the Director of Lancaster University Confucius Institute and Head of Department.