

**JOB DESCRIPTION**

**SENIOR TEACHING ASSOCIATE IN SPANISH STUDIES**, DeLC

**Vacancy Ref:**

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| **Job Title:** Senior Teaching Associate in Spanish Studies | **Present Grade:** 7 |
| **Department/College:** DeLC (Languages and Cultures) |
| **Directly responsible to:** Head of Department |
| **Supervisory responsibility for:** Teaching Associate; part-time tutors |
| **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, contribution to other languages in DeLC and/or department 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 revision or development of undergraduate language programmes in terms of design, content, structure, progression, modes of delivery and methods of evaluation.
* To contribute to the design, delivery, convenorship, revision and development of DeLC postgraduate taught modules and programmes, where appropriate.
* To contribute to the teaching of Hispanophone cultures and societies, where appropriate.
* To engage with subject, professional and pedagogic research and scholarship to enhance teaching and learning provision
* To take on administrative roles within the Spanish studies section and the Department as a

whole.* 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 contribute to departmental staff development activities.
* To participate in the Department’s various outreach activities including Open Days, school visits, public engagements etc.
* To undertake supplementary academic and administrative duties as required by Head of Department.
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