



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Teaching Fellow in Creative Writing, School of English, Faculty of Arts, Humanities and Cultures**



**Salary: Grade 7 (£32,548 – £38,833 p.a. pro rata)**

**Reference: AHCEN1012**

**Closing date: 17 December 2017**

**Part time, 50% of full time**

**Fixed-term from January 2018 to 30 June 2018**

# **Teaching Fellow in Creative Writing**

## **School of English**

### **Faculty of Arts, Humanities and Cultures**

**Are you a published writer (poet, novelist or playwright) with proven skills as a teacher of creative writing? Do you have the ability to motivate and inspire learners? Do you have a clear commitment to creating and delivering an excellent student experience?**

You will teach an undergraduate option module in creative writing and will undertake appropriate administrative and examining responsibilities associated with the teaching. You will also assist with the School's series of readings, workshops and events, in order to contribute more generally to its encouragement of creative writing. You will be expected to engage with the School's culture of interdisciplinary research and research-led teaching.

The School of English has a historic commitment to creative writing and, in 1996, instituted a Creative Writing Fellowship to develop the teaching of creative writing to undergraduates within the honours degree programme. You will join a which includes Simon Armitage as recently appointed Professor of Poetry; Professor of Romantic Literature and poet John Whale; Vahni Capildeo as Douglas Caster Cultural Fellow (a position previously held by Helen Mort and Malika Booker), and Leverhulme Fellows and published poets Rachel Bower and Karl O'Hanlon. The School is also appointing a one-semester long Teaching Fellow in Creative Writing. A new undergraduate BA (hons) English with Creative Writing is currently recruiting students to begin in 2018 and a Masters in Creative Writing and Critical Life was launched in 2017.

The Leeds University Poetry Centre is based in the School and regularly welcomes guest readings from established and emerging poets. The School is home to two internationally-respected journals which feature creative writing: Stand magazine (poems and short stories) and Moving Worlds (poems, short stories and critical articles).

## **What does the role entail?**

As a Teaching Fellow, your main duties will include:



- Teaching: designing and delivering group teaching to provide a stimulating, supportive and relevant learning environment for students; preparing high quality learning resources including effective use of technology to enhance learning; writing and presenting academically rigorous and intellectually challenging lectures, which support the learning objectives of the module taking personal responsibility for the design, delivery and style of teaching delivered and taking on board any feedback as well as being proactive in seeking it out;
- Assessment and Feedback: preparing students for assessment tasks by appropriate guidance; grading work once submitted and providing timely, constructive feedback in accordance with and with reference to published marking criteria;
- Evaluation: facilitating the process of gaining feedback from students and evaluating module teaching in the light of experience, students' achievement and feedback;
- Administration: maintaining an accurate record of student's attendance; ensuring accurate record-keeping in relation to assessments; completing any administrative tasks associated with module delivery by the required deadlines.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Teaching Fellow, you will have:

- A record of publishing in the field of creative writing (poetry, prose and/or drama);
- Demonstrated experience of teaching in a University environment, and the ability to interact with students in ways that will enhance the student experience;
- Good time management and planning skills, with the ability to meet tight deadlines and work effectively under pressure;
- Excellent written and verbal communication skills including presentation skills and the ability to communicate effectively with a wide range of stakeholders;



- Proven ability to manage competing demands effectively, responsibly and without close support;
- A proven ability to work well both individually and in a team.

You may also have:

- A teaching qualification.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Dr Fiona Becket, Head of School**

Tel: +44 (0)113 343 4752

Email: [f.d.becket@leeds.ac.uk](mailto:f.d.becket@leeds.ac.uk)

## Additional information

Find out more about our [School](#).

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).



## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending. Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

