



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Lecturer (teaching only) in Japanese Language, School of Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures



Salary: Grade 7 (£33,199 – £39,609 p.a. pro-rata)

Reference: AHCLC1094

45% FTE

Closing date: 24 July 2019

Fixed-term for 10 months from 1 September 2019 to 30 June 2020

Lecturer (Teaching only) in Japanese Language

School of Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures

Are you an academic with the enthusiasm and ability to carry out cutting-edge teaching in Japanese Language? Are you passionate about delivering an exceptional student experience?

As a member of the Languages for All team, you will convene, teach and assess on our Japanese language modules possibly also contributing to the delivery and assessment of teaching of Japanese to students on our programmes leading to a language degree. You may also have the opportunity to contribute to the teaching of Japanese Language at degree level.

You will have experience teaching Japanese language at undergraduate level and have a qualification in teaching Japanese as a second language.

What does the role entail?

As a Lecturer (Teaching only) your main duties will include:

- Providing inspirational teaching and learning;
- Undertaking teaching on and assessment both of Japanese language modules delivered by Languages for All and as required at degree level;
- Preparing students for assessment tasks, by offering appropriate guidance; grading work once submitted and providing timely, constructive feedback in accordance with and with reference to published marking criteria;
- Facilitating the process of gaining feedback from students and evaluating module teaching in the light of experience, students' achievement and feedback;
- Administration associated with module delivery and maintaining accurate records including student attendance and assessment records;
- Attending and contributing to Languages for All team meetings and other activities at a level commensurate with the grade and fte.



- Planning your work and managing your time effectively, with due regard for deadlines.
- Setting priorities in your academic and professional activities, and work effectively without close supervision, assuming responsibility for your teaching and administration with awareness of deadlines and targets.

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. The precise nature and scope of the above duties will be agreed in consultation with the Director of Languages for All and Deputy Head of School.

What will you bring to the role?

As a Lecturer (Teaching only) in Japanese Language you will have:

- An first degree in Japanese or a related subject OR a Masters level qualification in teaching Japanese language
- Recent relevant experience of teaching Japanese as a foreign language
- Effective teaching skills and a range of delivery techniques and assessment methods for students who are undertaking university level study;
- Excellent time management and planning skills with a proven ability to manage competing demands effectively, responsibly and without close support;
- A high level of interpersonal and communication skills and a strong ability to communicate effectively in writing and verbally with students, academics and external audiences;
- Evidence of building strong working relationships within and, as appropriate, beyond your own discipline and the ability to contribute to successful projects and collaborations, working both individually and in a team;
- The ability to undertake administrative responsibilities associated with student education;

You may also have:



- A PhD or EdD;
- Experience of curriculum and assessment design;
- Experience of working in higher education.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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:

Professor El Mustapha Lahlali, Director of Languages for All

Tel: +44 (0)113 343 3427

Email: E.M.Lahlali@leeds.ac.uk

Additional information

Find out more about [School](#) and [Languages for All](#)

Find out more about Athena Swan in the University

<https://equality.leeds.ac.uk/initiatives/leeds-gender-framework/athena-swan/>

Find out more about the [Centre for Excellence in Language Teaching](#)

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at 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 subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

