



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Fellow in English Language, Faculty of Arts, Humanities and Cultures



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

Reference: AHCEN1028

Closing date: 14 August 2019

Full time

Fixed-term from 1 September 2019 to 31 August 2020

Teaching Fellow in English Language

School of English

Faculty of Arts, Humanities and Cultures

Do you have proven skills as a teacher of English Language? Do you have the ability to motivate and inspire learners? Do you have a clear commitment to creating and delivering an excellent student experience?

As a Teaching Fellow you will join the English Language team in the School of English. You will design and deliver lectures and seminars on core modules at Levels One and Two, and you may also supervise some undergraduate Final Year Projects. You will take an active role in the citizenship of the School and you will be expected to engage with the School's culture of interdisciplinary research and research-led teaching.

What does the role entail?

As a Teaching Fellow, your main duties will include:

- Teaching: 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;
- 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 first degree and PhD (or close to completion) in English Language or a closely allied discipline;
- A strong background in any aspect of the study of English Language and an ability to teach this general academic discipline at undergraduate level;
- 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:

Professor Fiona Becket, Head of School



Tel: +44 (0)113 343 4752

Email: f.d.becket@leeds.ac.uk

Additional information

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.

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.

