



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Lecturer (Teaching and Scholarship) in Chinese Interpreting and Business Interpreting,
School of Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures



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

Reference: AHCLC1097

Closing date: 25 August 2019

Fixed-term for 12 months from 1 September 2019

Lecturer (Teaching and Scholarship) in English/Chinese Bidirectional Interpreting and Business Interpreting, School of Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures

Are you an interpreting tutor with proven abilities to carry out profession-oriented and research-led teaching in English/Chinese bidirectional Interpreting and Business Interpreting? Are you passionate about delivering quality teaching for the renowned MA programmes in Interpreting at Leeds?

You will carry out teaching on our MA in Conference Interpreting and Translation Studies and MA in Business and Public Services Interpreting and Translation Studies, with a particular focus on Chinese interpreting. You will convene, teach and assess a number of taught postgraduate modules. You will be expected to take administrative duties in the Centre for Translation Studies. You will also contribute to the School's activities, and the teaching of School-wide modules, as appropriate.

You will have extensive professional interpreting experience, as well as an MA degree or PGdip in interpreting, with Merit or above. You will also have relevant teaching experience.

What does the role entail?

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

- To provide profession-oriented teaching and learning which includes research- or scholarship-led teaching;
- To undertake teaching and assessment at all levels of the taught course programme, including: setting, marking, and assessing coursework and examinations, and conducting admission interviews; modules are likely to include the following: MODL5383M Business Interpreting (language-mixed group), MODL5381M Return Interpreting: Consecutive, MODL5355M Simultaneous Interpreting: Chinese, MODL5382 Advanced Return Interpreting: Consecutive and Simultaneous;
- To convene Chinese Interpreting modules, liaising with external tutors and contributing to timetabling activities;



- To undertake programme management duties where appropriate;
- To conduct the mid-term and final interpreting assessments, and provide timely, constructive feedback in accordance with the School Code of Practice on Assessment;
- To evaluate module teaching in the light of experience, students' achievement and feedback;
- To act as a personal tutor for students, providing support and guidance;
- To perform administrative duties associated with module delivery and maintaining accurate records including student attendance and assessment records;
- To play an active role in recruitment exercises and forward-facing initiatives organised by the Centre for Translation Studies;
- To develop a Scholarship profile with a focus on the teaching of interpreting at postgraduate level.
- To support and contribute to the learning and teaching activity of the school
- To contribute to pedagogic developments relating to learning and teaching
- To contribute to scholarly pedagogic publications and dissemination of findings across the University and externally
- To be involved in attracting income on a collaborative basis, where appropriate and feasible
- To be involved in the administrative process and the committee structures of the department, and as appropriate of the school, faculty and wider university

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 Translation Studies and the Deputy Head of School.

What will you bring to the role?

As a Lecturer (Teaching and Scholarship) you will have:

- An MA degree or PGdip in interpreting with Merit or above;



- Extensive professional experience in Chinese/English Interpreting, especially in Business Interpreting;
- Experience in delivering profession-oriented and research-led teaching of Chinese/English interpreting and business interpreting;
- Excellent written and verbal communication skills, including presentation skills and the ability to communicate effectively in both Chinese and English (native-speaker of one and near native-speaker level in the other);
- A proven ability to set priorities in your academic and professional activities, to work effectively without close supervision, and to assume responsibility for teaching and administration both individually and as member of a team.

You may also have:

- A relevant teaching qualification and a Higher Education Academy Fellowship, or,
- Previous experience in teaching all (or some of) the topics listed in the previous section.

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 Stuart Green, Deputy Head of School

Tel: +44 (0)113 343 3520

Email: s.n.s.j.green@leeds.ac.uk

Additional information

About the job

You will be responsible to the Dean of Faculty and report to the Head of School. Find out more about the [Centre for Translation Studies](#) and the [School of Languages, Cultures and Societies](#).



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.

