



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Fellow (0.5 FTE) in Interpreting of European Languages, School of Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures



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

Reference: AHCLC1099

Closing date: 30 August 2019

Fixed-term, 50% FTE for 12 months from 15 Sep 2019

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Are you an interpreting tutor with proven abilities to carry out profession-oriented and cutting-edge teaching in Conference Interpreting and Business & Public Service 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 & Translation Studies and MA in Business and Public Services Interpreting & Translation Studies. You will manage, teach and assess a number of taught postgraduate modules. You will be expected to take administrative duties in the Centre for Translation Studies, such as admission interviews. 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 Teaching Fellow your main duties will include:

- Undertaking profession-oriented postgraduate teaching, including: interpreting modules in European languages (such as French, Spanish, or Italian, Portuguese, depending on your working language profile) and language-mixed modules in return interpreting and interpreting skills as English-A trainer;
- Setting, marking, and assessing coursework and examinations;
- Convening interpreting modules, including timetabling, liaising with external tutors and coordinating interpreting assessments;
- Evaluating module teaching in the light of experience, students' achievement and feedback;
- Acting as a personal tutor for students, providing support and guidance;
- Administration associated with module delivery and maintaining accurate records including student attendance and assessment records;



- Playing an active role in recruitment exercises, including conducting admission interviews and forward-facing initiatives organised by the Centre for Translation Studies;
- Supporting and contributing to the learning and teaching activity of the School;
- Involvement in the administrative process and the committee structures 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 Teaching Fellow you will have:

- An MA degree or PGdip in Interpreting with Merit or above;
- Interpreting working languages in two or more of the following: French, Italian, Portuguese and Spanish;
- Extensive professional experience in Conference Interpreting;
- Experience in delivering profession-oriented and cutting-edge teaching of interpreting;
- Experience teaching on interpreting / retour interpreting as an English-A trainer;
- Excellent written and verbal communication skills, including presentation skills and the ability to communicate effectively in English and your designated working languages;
- 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;
- Previous experience in teaching all (or some of) the topics listed in the previous section;
- Experience in Business and Public Service Interpreting;
- A good working knowledge of the theory and practice of translation from your Interpreting working languages.



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 Binhua Wang

Tel: +44 (0) 113 343 1717

Email: B.H.W.Wang@leeds.ac.uk

Additional information

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.

