Faculty of Arts
School of Languages, Cultures and Societies

Teaching Fellow in Arabic

Fixed Term for 10 months (September 2015 to June 2016)

You will cover undergraduate and postgraduate teaching in Arabic Language. You will be able to teach at all levels of the undergraduate programme, and be able to contribute to relevant MA programmes. You will contribute to the administration and management of the School’s activities, and to the development of teaching materials for the teaching of Arabic as a Foreign Language.

You will have a PhD in a relevant area and appropriate teaching experience. You will be given every encouragement to develop your subject within the teaching environment of the School, subject to the requirements of the post. We would welcome applications from candidates interested in teaching Modern Standard Arabic at all levels. An ability to teach a Maghrebi or Egyptian (Cairene or Alexandrian) dialect in addition to Modern Standard Arabic is also highly desirable.

University Grade 7 (£31,342 - £37,394 p.a.)

Informal enquiries may be made to Dr. Hendrik Kraetzschmar, Director of Arabic and Middle Eastern Studies, tel +44(0)113 343 3423, email H.J.Kraetzschmar@leeds.ac.uk

Ref: ARTLC1019

Click here for further information about working at the University of Leeds www.leeds.ac.uk/info/20025/university_jobs
Job Description

Responsible to: Head of School
Reports to: Deputy Head of School

Main duties and responsibilities

To support and develop the School’s scholarship and teaching in Arabic as a Foreign Language.

General

- To carry out the duties of the post in accordance with the university values and standards, including the Leadership and Management Standard, and in line with university policies and procedures
- To be aware of and work in line with the university’s learning and teaching partnership agreement [http://partnership.leeds.ac.uk](http://partnership.leeds.ac.uk) and work with our students as members of a learning community to provide world class education and an excellent student experience
- To maintain a safe work environment, including ensuring compliance with legislation and the undertaking of risk assessments
- To maintain own continuing professional development
- To undertake any other duties which may be commensurate within the role and grade requested by the Head of School

Student Education

- To undertake teaching and assessment at all levels of the taught course programme including: setting, marking and assessing coursework and examinations and providing appropriate feedback to students
- To supervise undergraduate and taught postgraduate dissertations
- To contribute to the review of modules and programmes and to quality assurance mechanisms
- To provide inspirational teaching and learning
- To undertake peer review in accordance with University policy
- To act as a personal tutor, supporting involvement in Leeds for Life
- To undertake other teaching-related administrative duties as appropriate

Academic Leadership

- To undertake administrative duties as direct by the Head of School
- To manage executive tasks (as either sustained or one-off projects) which facilitate School, Faculty or University performance or business
- To actively promote and engage with the objectives of our valuing and developing all our staff agenda via compliance with The People Management Framework to ensure consistency of high standards of employment practices across the School
• Coordinate the work of other colleagues as appropriate
• To undertake any other duties which may be commensurate within the role and grade as requested by the Head of School

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - http://jobs.leeds.ac.uk - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University’s strategy and values is available at http://www.leeds.ac.uk/comms/strategy/.
Person Specification

Essential

• You will hold a doctorate in a relevant field
• You will have relevant teaching experience in teaching Arabic at HE level, and a strong commitment to developing Arabic language teaching skills
• You will have a high level of competency in Arabic, equivalent or near to that of a native speaker
• You will have experience of developing Arabic language teaching materials and a strong interest in continuing to develop this expertise
• You will possess good interpersonal, communication, and time-management skills
• You will demonstrate ability to set priorities in your academic and professional activities, to work effectively without close supervision, and to assume responsibility for teaching and administration
• You will demonstrate a readiness to take on administrative and developmental responsibilities associated with student education and the activities of the School more widely

Desirable

• A high level of competency in the Magrebi or Egyptian (Cairene or Alexandrian) dialect.
**Additional Information**

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

**The Partnership**

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at http://partnership.leeds.ac.uk

**University of Leeds Teaching and Research Award (ULTRA)**

The Senate of the University has agreed that all newly appointed early career academic staff with a contract of 50% of full time equivalent and above will be required to complete the relevant pathway of the University of Leeds Teaching and Research Award (ULTRA) unless they meet specified exemption criteria. Whether or not this applies to you will be decided as part of the appointment process.

Further details of the ULTRA are available at http://www.sddu.leeds.ac.uk/sddu-ultra.html

Academic staff with contracts of less than 50% of full time equivalent may take the appropriate pathway of ULTRA that relates to your role. This will be decided by the School in conjunction with SDDU.

**Disclosure and Barring Service checks**

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the ‘other personal details’ section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

**Disabled Applicants**

The post is located in the Michael Sadler Building. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

**Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.**
Further information about the School of Languages, Cultures and Societies

The School of Languages Cultures and Societies is one of the largest institutional providers of degrees in languages, cultures and societies at undergraduate and postgraduate level in the UK, with over 100 research active staff, over 50 teaching only staff and 2500 students at all levels. The School offers degree programmes in Arabic and Middle Eastern Studies; Classics; East Asian Studies; French; German, Russian and Slavonic Studies; Italian; Linguistics and Phonetics; Spanish, Portuguese and Latin-American Studies; and World Cinemas, a wide range of joint honours programmes, and elective modules in many different languages, as well as EFL in the University Language Centre, and postgraduate teaching in the Centre for Translation Studies.

The School operates successful MAs in both Applied and Audiovisual Translation Studies, in Conference Interpreting and Translation Studies, Professional Language and Intercultural Studies, and World Cinemas, as well as a range of MA programmes in East and South-East Asian Studies, Arabic, Islamic and Middle Eastern Studies and in Linguistics and Phonetics.

The School’s Modern Languages research is ranked 4th in the UK for research power and the majority of research in Classics was judged to be internationally excellent or world leading. The Centres for Translation Studies, World Cinemas, French and Francophone Cultural Studies, Brazilian Film Studies, Dante Studies and Russian Studies are interdisciplinary research centres based within the School. The School also has long-standing involvement in the Centres for Cultural Studies, European Studies, Gender Studies, Jewish Studies, Medieval Studies and the Institute of Colonial and Postcolonial Studies. In the area of East Asian Studies, the School is a major partner in the White Rose East Asia Centre (with Sheffield University). Significant research themes in the wider School include: Translation Studies, Language and Linguistics; Film Studies, Literary Studies, Popular Cultures; Identity and Nationhood; Gender and the Body; and Colonial and Postcolonial Studies.

The academic work of the School is strongly supported by the extensive resources of the Brotherton Library, a leading research library with major holdings across the full range of the School’s teaching and research interests. It also benefits from its proximity to the British Lending Library at Boston Spa. State-of-the-art multi-media and IT facilities are provided in the School’s Electronic Resources and Information Centre (ERIC) and in the University Language Centre, where a new interpreting suite is also located.