



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Fellow in Translation Studies (Chinese-English), School of Languages, Cultures and Societies, Faculty of Arts, Humanities and



Salary: Grade 7 (£36,333– £43,155 p.a.)

Reference: AHCLC1207

1.0 FTE, Fixed-term for 13 months (1 September 2023 – 30 September 2024)

This role will be based on the university campus. We are also open to discussing flexible working arrangements.

Teaching Fellow in Translation Studies (Chinese-English) School of Languages, Cultures and Societies, Faculty of Arts, Humanities and Cultures

Are you a translation professional or academic with proven abilities to carry out professionally oriented and research-informed teaching in translation studies, with a focus on translation from Chinese into English? Do you have the ability to inspire and motivate students? Are you passionate about leading and delivering quality teaching for the Centre for Translation Studies in the School of Languages, Cultures and Societies at Leeds?

As a Teaching Fellow you will have the ability to deliver professionally oriented and research-informed teaching and expertise in translation studies. We are looking for the ability to teach translation from Chinese into English and depending on your expertise, you may also contribute to other modules within the Centre for Translation Studies, East Asian Studies, and the wider School.

You will have a postgraduate qualification in Translation Studies or a related discipline (or equivalent professional experience) and ideally experience of contributing to the effective delivery of relevant and appropriate teaching at undergraduate and post graduate levels.

What does the role entail?

As a Teaching Fellow your main duties will include:

- Providing inspirational teaching and learning on a range of modules, both individually and team-taught, across the Centre for Translation Studies' postgraduate taught programmes and other modules within East Asian Studies. You will also be expected to supervise undergraduate and postgraduate end-of-year extended translation projects;
- Contributing to the teaching of translation from Chinese into English and to the teaching of translation technology, among other modules, dependent on expertise;
- Undertaking teaching and assessment at all levels of the taught course programme, including: setting, marking, and assessing coursework and examinations, and making use of digital and online technology;
- 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;
- Acting as a personal tutor for students, providing support and guidance;
- Being involved in the review of modules and programmes and in quality assurance and enhancement;
- Contributing to the delivery of excellence in learning and teaching; identifying and sharing best practice, and innovation where appropriate;
- Performing administrative duties associated with module delivery and maintaining accurate records including student attendance and assessment records, as well as duties which may be commensurate with the role and grade as requested by the Head of School;
- Playing an active role in the university Open Days and in forward-facing initiatives organised by the Centre for Translation Studies (impact, public engagement).

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 the Centre for Translation Studies and the Head of School.

What will you bring to the role?

As a Teaching Fellow you will have:

- A postgraduate qualification in Translation (with Chinese) or a cognate discipline, with Merit or above, or equivalent professional experience;
- The ability to teach translation from Chinese into English in a University environment, including the use of digital platforms;
- Practical knowledge and professional experience in translation, including computer-assisted translation software, post-editing and localisation, and a willingness to learn any additional software which may be required in the role;
- The ability to deliver inspirational, professionally-oriented and research-informed teaching in translation studies at all levels;
- The ability to interact with students in ways that will enhance the student experience;
- The ability to undertake administrative responsibilities associated with student education.

You may also have:

- Experience of other working language pairs, in addition to Chinese into English;
- Wide links with the language services industry and experience of collaboration with international organisations;

- Evidence of innovation in learning and teaching or professional practice;
- An ability to teach literary translation at MA level

Key attributes:

- Excellent written and verbal communication skills, including presentation skills and the ability to communicate effectively in both English and Chinese (native level of English and near-native level in Chinese, both simplified and traditional characters);
- Good time management and planning skills, with the ability to meet tight deadlines and work effectively under pressure;
- 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;
- 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;

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. «closing date: insert hyperlink to job advert on Stonefish»

Contact information

To explore the post further or for any queries you may have, please contact:

Stephanie Dennison, Head of School

S.Dennison@leeds.ac.uk

Additional information

Find out more about [Centre for Translation Studies](#) and [East Asian Studies](#) in the [School of Languages, Cultures and Societies](#).

Our University

As an international research-intensive university, we welcome students and staff from all walks of life (and from across the world). We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Arts, Humanities and Cultures we are dedicated to diversifying our community and we welcome the unique contributions that individuals

can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit 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.