Faculty of Arts  
School of Languages, Cultures and Societies  
German, Russian and Slavonic Studies  

Teaching Fellow in German Translation Studies  

Fixed term from 1 September 2016 (or as soon as possible thereafter) to 30 June 2017  

Applications are invited for a Teaching Fellow in German Translation Studies in the School of Languages, Cultures and Societies.  

You will be joining a team committed to excellence in language teaching at both undergraduate and postgraduate levels and to the delivery of research-informed and research-led teaching at all levels and will be expected to contribute to all areas of the curriculum and pastoral programme.  

With a completed or nearly-completed PhD in an area relevant to German Translation Studies, a good understanding of translation theory, a high level of competency in German (equivalent or near to that of a native speaker) and an excellent command and extensive knowledge of the English language, you will be able to demonstrate effective teaching skills and a range of delivery techniques and assessment methods in both language and non-language classes. You will also be capable of taking on appropriate administrative responsibilities.  

We are particularly interested in applications from candidates with expertise and/or experience in literary translation from German.  

University Grade 7 (£31,656 - £37,768 p.a.)  

Informal enquiries may be made to Stuart Taberner, tel +44 (0)113 343 3504, email gllsjt@leeds.ac.uk.  

Closing date: 31 May 2016  

Ref: ARTLC1038  

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 German.

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 final year and postgraduate translation projects
- To contribute to the review of modules and programmes and to quality assurance mechanisms
- To provide inspirational teaching and learning, taking the lead in promoting a research culture among undergraduates through coordinating and developing the Students as Scholars programme
- 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

Specific teaching responsibilities will include:

- coordination and/or teaching on at least two of the following modules: GERM1110 Skills in German Translation; GERM 2040/2041/2042 Applied German Language; GERM 3090/3091/3092 Advanced Translation; MODL 5114 and MODL 5115 Specialised German Translation (MA), including supervision of extended independent
translation projects and MODL3320 Final-year projects in translation studies

- teaching on core language modules at all levels

**Academic Leadership**

- To undertake administrative duties as directed by the Head of School. It is expected that this would be to act as the admissions tutor for German, Russian and World Cinemas
- Become involved in outreach and engagement via the Skipton PoWs translation project (http://arts.leeds.ac.uk/kriegsgefangen/)
- 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
- To 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

The precise nature and scope of the above duties will be agreed in consultation with the Director of German, Russian and Slavonic Studies/Deputy 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](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/](http://www.leeds.ac.uk/comms/strategy/).
Person Specification

Essential

- You will be expected to possess a First or Upper Second Class Honours degree (or equivalent) in German or a relevant field
- You will have a completed PhD, a completed doctoral thesis awaiting examination or a nearly-completed PhD in an area relevant to German translation studies
- You will demonstrate a high level of competency in German and English, equivalent or near to that of a native speaker
- You will have teaching experience in German and a strong commitment to developing teaching skills
- You will demonstrate capacity to contribute to the recruitment of students and the enhancement of student education in German and in the broader School;
- You will be required to 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

- You will have expertise and/or experience in literary translation from German into English
- You will be able to demonstrate a range of delivery techniques and assessment methods
- You will have expertise in using IT resources, including Virtual Learning Environments, for teaching purposes
- You will have a capacity to deliver research-led teaching in German Translation studies
- You will have administrative experience in the UK HE context
- You will demonstrate willingness to undertake staff development in appropriate areas
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

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.