

# Job Profile

## Job Description

### Job Details

<b>Job Title:</b>	Associate Lecturer(ELSS)	
<b>School/Dept/Institute &amp; Centre:</b>	SLLF, Language Centre	
<b>Reports to:</b>	Coordinator of Sessional Programmes	
<b>Grade:</b>	5	<b>Full time/Part Time (see contract)</b>
<b>Appointment period:</b>	see contract	
<b>Current Location:</b>	Mile End	

### Job Context

The School of Languages, Linguistics and Film offers single and joint honours undergraduate degrees in Comparative Literature, Film Studies, French, German, Hispanic Studies, Linguistics and Russian, as well as joint honours undergraduate degrees involving Catalan and Portuguese. The Pre-Sessional programme makes an important contribution to Queen Mary's international strategy by preparing non-native speakers students, through English language and study skills teaching, for success in their subsequent degree programmes. The programme consists of three modules: 13 week, 9 week and 5 week, each ending in mid-September.

### Job Purpose

To contribute to the delivery of high-quality teaching through:

- Teaching and the assessment of student achievement
- Supporting students e.g. through feedback
- Contributing to the design and adaptation of modules and their assessment
- Carrying out administrative tasks relevant to the module, programme and/or students

### Main Duties & Responsibilities

1. Design and prepare teaching materials for designated courses or modules, ensuring that file copies are made available to staff in appropriate forms.
2. Organise and undertake teaching in the Language Centre as agreed with the Line Manager/Programme Convenors; this includes providing classes, workshops, and one-to-one tutorials in a variety of combinations.
3. Carry out student assessment (where applicable) including setting and marking coursework as appropriate; attending examiners' meetings as required.
4. Supervise / co-operate with other teaching support staff as may be required.
5. Contribute an average of 18 hours of teaching per week or hours agreed with the Language Centre management.
6. Attend Language Centre and programme/module/cluster/ team meetings as required as well other relevant College meetings and boards, as agreed with the Chair/Director of the Language Centre.
7. Complete administrative tasks related to teaching, such as administering course evaluation questionnaires, completing student progress reports, monitoring student attendance in classes, and taking in/returning coursework.
8. Comply with relevant College policies and regulations regarding financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property, data protection or any other rules, regulations or codes binding on the member of staff.

### Job Purpose

9. Participate in the College Appraisal Scheme (QMPAS) and demonstrate a commitment to continuing professional development.
10. Attend, as appropriate, courses and seminars offered by the College in connection with professional development.
11. Undertake scholarship activities, including relevant induction courses.
12. Undertake such other reasonable duties as may be required by the Line Manager/Chair/Director of the Language Centre from time to time.

**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.**

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable
<b>Qualifications</b>	Undergraduate honours degree or equivalent	E
	Level 7 qualification: DELTA and/or Master's degree in ELT, Applied Linguistics or Education, or other relevant subject	E
	Qualification in the teaching of English as an additional language to adults: (CELTA or equivalent TEFLQ qualification)	E
<b>Knowledge, Skills and Experience</b>	Experience of teaching English as an Additional Language (EAL) to adults	E
	Experience of teaching English for Academic Purposes (EAP)	E
	Knowledge of appropriate EAL methodology	E
	Familiarity with a range of relevant, up-to-date published EAL/EAP materials	E
	Awareness of cultural differences among learners	E
	Ability to present material in a logical, coherent and interesting manner, both to students and to fellow specialists verbally and in writing	E
	Good IT skills	E
	Ability to communicate effectively	E
	Flexible and co-operative approach to colleagues	E
	Ability to work independently and to show initiative	E
	Ability to prioritise and balance competing demands, and cope under pressure	E
	Responsive to feedback	E
	Professional attitude towards work	E
	Experience of teaching in higher education settings	D
	Experience of teaching EAL to multilingual classes	D

**Essential/Desirable:**

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.