

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF32919
<b>Post Title:</b>	Lecturer in English Language/Discourse Analysis
<b>Grade:</b>	7 (0.4FTE fixed term 21/09/2020 – 31/12/2020)
<b>School/Department:</b>	School of Literature and Languages
<b>Reports to:</b>	Head of Department
<b>Responsible for:</b>	n/a

## Purpose

This post is in the area of English Language with expertise in Discourse Analysis, Corpus Linguistics and Language and Digital Media. The post-holder will teach on and conduct assessment for modules on the BA and MA programmes in English Language and Applied Linguistics and supervise BA and MA dissertations in his or her area of expertise. In addition, the post-holder will share in the administration of the above degree programmes and their related activities.

## Main duties and responsibilities

The post-holder is expected to contribute to the teaching and assessment of modules in English Language and Applied Linguistics on the BA and MA programmes. The modules the post-holder will teach on may include one or more of the following:

- Language and New Media
- Discourse Analysis
- Introduction to Sociolinguistics
- Corpus Linguistics

The post-holder will also be required to act as personal tutor to undergraduate and postgraduate students, and to contribute to the supervision BA and MA dissertations, and to second marking on a range of modules in TESOL/Applied Linguistics.

The post-holder may be required to carry out routine administrative tasks connected with the programmes offered in the Department. He or she is expected to:

- attend School, Department, Examiners' and Board of Studies meetings as required
- assist in the provision and revision of module and programme specifications
- assist in the running and examining of degree programmes.

**Supervision received**

The main supervisor is the Head of Department. Requirements may also be made by the Directors of the BA, MA and PhD Programmes, the Departmental and School Research and Teaching and Learning leads, and the Head of School, as appropriate.

Mentoring will be provided by a designated member of staff as appropriate.

**Terms and conditions**

This is a part time fixed term appointment. It may also include occasional input outside normal hours, e.g., participation in Open Days and Visit Days, liaison with schools and other outreach activities. There are no specified hours of work, but you will work such hours as are necessary to carry out the duties associated with the post. Overtime is not payable.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

# PERSON SPECIFICATION

Job Title	Department
Lecturer in English Language	Department of English Language and Applied Linguistics

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Experience of teaching applied linguistics subjects at BA and MA levels, including the ability to develop effective module specifications, outlines, and assessments</li> <li>• Experience of supervising dissertations at BA and MA levels</li> <li>• Computer skills, especially in use of word processing and data management software and the internet</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable excellence in Learning and Teaching in Higher Education</li> <li>• Experience of technology-enhanced learning and the use of social media</li> <li>• Experience teaching specifically in the areas of discourse analysis, sociolinguistic, and language and digital media</li> </ul>
<b>Attainment</b>	PhD or EdD in a field of Applied Linguistics or relevant discipline (completed or near completion)	<ul style="list-style-type: none"> <li>• A teaching qualification (PGCE, DELTA or equivalent)</li> <li>• Fellowship of the Higher Education Academy, or willingness to work towards this.</li> </ul>
<b>Knowledge</b>	Specialisation in the following areas: <ul style="list-style-type: none"> <li>• Discourse Analysis</li> <li>• Corpus Linguistics</li> <li>• Language and Digital Media</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Teaching at HE level</li> <li>• Supervision of dissertations at BA and MA</li> <li>• Teaching international students</li> <li>• Educational administration experience</li> </ul>	

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Ability to work in a team</li> <li>• Ability to show initiative and work independently</li> <li>• Flexibility</li> <li>• Good interpersonal skills, especially ability to handle students needing advice and support with patience</li> <li>• Ability to manage workload and time efficiently</li> </ul>	
<b>Other</b>	Willingness to undertake staff development and training as required	

<b>Completed by:</b> Prof Rodney Jones	<b>Date:</b> 18/06/2020
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