

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF32960
<b>Post Title:</b>	Lecturer in Applied Linguistics
<b>Grade:</b>	7
<b>School/Department:</b>	School of Literature and Languages/Department of English Language and Applied Linguistics
<b>Reports to:</b>	Rodney Jones
<b>Responsible for:</b>	None

## Purpose

This 0.6 FTE Teaching Intensive Lecturer will be broadly responsible for teaching UG and PG modules in the department in areas such as English Grammar, Techniques and Skills in English Language Studies, and Language and Society. They will take a major role in helping to support the experience of Part One students, helping to support PG students in the areas of Grammar/Syntax and Quantitative Research Methods, as well as taking on a range of other teaching and administrative duties.

## Main duties and responsibilities

The post-holder is expected to contribute to the teaching, assessment and module development of programmes in English Language, Applied Linguistics and TESOL. This work will involve teaching on, and contribution to, undergraduate and postgraduate-level modules in the following areas:

- Sounds Grammar Meaning
- English Grammar
- Foundations of Language Study
- Techniques & Skills in English Language Studies
- Corpus Approaches to Language Description
- Language and Society
- Discourse Analysis
- Sociolinguistics

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

The post-holder is 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.
- assist in recruitment, admissions and pastoral services
- take on department level administrative duties as assigned by the Head of Department

## **Supervision received**

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

## **Supervision given**

The post holder will, from time to time, in their capacity as module convenor, supervise the work of teaching assistants/tutors.

## **Contact**

There is frequent contact liaison with the following:

Students and members of academic and support staff from

- the International Study and Language Institute;
- the School of Literature and Languages;
- the School of Psychology and Clinical Language Sciences;
- the Centre for Literacy and Multilingualism;

Outside organizations including

- The British Council
- HMP Huntercombe
- other organizations with which students are engaging in placement

## **Terms and conditions**

This is a part-time (0.6 FTE), permanent post with 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.

## **Date assessed:**

# PERSON SPECIFICATION

Job Title	School/Department
Lecturer in Applied Linguistics	School of Literature and Languages

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Ability to teach applied linguistics subjects at BA and MA levels, including the ability to develop effective module specifications, outlines, and assessments</li> <li>• Ability to supervise research at BA and MA levels</li> <li>• Computer skills, especially in use of word processing and data management software and analytical packages (Sketch Engine, Coh-Metrix, TAACO, SPSS)</li> <li>• Ability to use corpus tools in teaching and research</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using Blackboard LMS</li> <li>• Experience with blended/online teaching/tutoring</li> <li>• Python Programming Language</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• MA in Applied Linguistics</li> <li>• PhD in Applied Linguistics</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• English Grammar, Syntax, Semantics, Second Language Writing, Corpus Linguistics, Learner Corpora, Genre Analysis, Grammatical and Lexical Cohesion, Quantitative research methods, Multilingualism</li> </ul>	<ul style="list-style-type: none"> <li>• Vocabulary teaching, Translation, Lexicography</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience teaching in all of the following areas:               <ul style="list-style-type: none"> <li>• English Grammar/Syntax (preferably using Quirkian models)</li> <li>• Academic writing/research</li> <li>• Language and Society</li> <li>• Sociolinguistics</li> <li>• Discourse Analysis</li> </ul> </li> <li>• Experiencing in supervising undergraduate dissertations in</li> </ul>	<ul style="list-style-type: none"> <li>• ELT Experience</li> </ul>

	<p>Sociolinguistics and Discourse Analysis</p> <ul style="list-style-type: none"> <li>• Experience teaching undergraduate students</li> <li>• Experience in convening modules and managing the work of teaching assistants</li> </ul>	
<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>	<ul style="list-style-type: none"> <li>• Willingness to undertake staff development and training as required (including attainment of an UK HEA Fellowship)</li> </ul>	

Completed by: Rodney Jones	Date: 31/07/2020
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