

Assistant Lecturer - Academic Writing

The Role

New College of the Humanities wishes to appoint several full-time, fixed-term, Assistant Lecturers in Academic Writing.

The role is to run classes (a hybrid of lectures and seminars) and office hours, and do marking, accompaniment on tours, and commensurate administrative duties, under the guidance and with the support of the course leader. The teaching is for the undergraduate course 'Academic Writing', a first-year writing course, which teaches students the fundamentals of essay writing, and which draws on London as a resource. These students are primarily, but not exclusively, native English speakers and a significant number will be studying subjects outside the humanities. This course is being delivered to students visiting from Northeastern University (Boston, USA).

The ideal candidate will have experience of teaching English language and/or literature to undergraduates, and will be happy to work as part of a small, committed, team.

Application Process

Applications should be made via [**this link**](#) by midnight, on Sunday, 31st March 2019. Please reference your application "ALAW0319". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that highlights teaching experience and any additional relevant experience in, for example, the pastoral care of students; and a curriculum vitae.

We expect to hold interviews in the week commencing 23rd April 2019. Candidates who have been shortlisted will be notified by no later than 5th April 2019.

Applications will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. We are not able to provide Tier 2 Sponsorship for this post.

JOB SPECIFICATION

Title: Assistant Lecturer in Academic Writing

Location: Bloomsbury, London

Contract Type: Fixed-term; full-time

Remuneration: £15,000 (based on approximately 180 contact hours & approx. 150 other hours)

Term: August 2019 to December 2019

JOB DESCRIPTION

Job title	Assistant Lecturer
Job family	Teaching
Job purpose	
The role is to run classes (a hybrid of lectures and seminars) and office hours, and do marking, accompaniment on tours, and commensurate administrative duties, under the guidance and with the support of the course leader. The teaching is for the undergraduate course 'Academic Writing', a first-year writing course, which teaches students the fundamentals of essay writing, and which draws on London as a resource. This course is being delivered to students visiting from Northeastern University (Boston,	

USA). The ideal candidate will have experience of teaching English language and/or literature to undergraduates, and will be happy to work as part of a small, committed, team.

Main duties and responsibilities

The duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities, and the balance between the elements in the role, may vary over time depending on the expertise and inclination of the Assistant Lecturer or changing needs in the Faculty or College.

The Assistant Lecturer will deliver around 22 classes per cohort, for many of which detailed class plans and resources are available (and adaptable within reason by the AL); the AL will also accompany students on around 6 study visits, and attend any visiting speakers' lectures.

Contact time, including office hours, will typically be around 10-15 hours per week.

Contact hours

Lead classes, and accompany students on study visits

Hold weekly office hours

Seek ways of improving performance by reflecting on teaching design and delivery and responding to feedback from course leader and students.

Attend training sessions, as required, before the semester begins in August. 2-3 full days of training are likely to be required.

Management and administration

Communicate with students (make announcements as necessary, and respond to email queries)

Communicate with course leader (pass on concerns, and respond to queries)

Assess (mark, with give constructive written feedback on) four essay assignments, presentations, and around 8 exercises per student (these assignments have been created, and take a variety of forms, from quizzes to mini-essays). Keep track of students' attendance, participation and grades.

Participate in English faculty meetings and staff training opportunities

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> • PhD or near-complete PhD in English or a related field • Higher education teaching qualification or professional recognition, e.g. PGCert, FHEA 		<p>X</p> <p>X</p>
Experience/Knowledge		
<ul style="list-style-type: none"> • Good cultural knowledge of London • Proven commitment to excellent teaching at UG level or in a comparable environment • Teaching U.S. students, and/or knowledge the U.S. education system 	<p>X</p>	<p>X</p> <p>X</p>
Skills		
<ul style="list-style-type: none"> • Excellent written and oral communication skills including presentation skills • Excellent interpersonal skills, communication style and team working • Excellent organizational and administrative skills • Ability and willingness to form positive working relationships within the College and with other partners 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Attributes		
<ul style="list-style-type: none"> • Care for the well-being and progress of students 	<p>X</p>	

<ul style="list-style-type: none">• Commitment to working within professional and ethical codes of conduct	X	
--	---	--