



New College  
of the Humanities

# Job Advert – Assistant Lecturer in English

## The Role

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

The role is to hold classes 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 'Cultures of London', which surveys the cultural history of London from its early history to the present, with a particular concentration on literature since the sixteenth century. This course is being delivered to students visiting from Northeastern University (Boston, USA).

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

The role [BOTH SEMESTERS ONLY] is fixed-term in the first instance, with the possibility of extension to permanency on satisfactory completion of a year's probation.

19 Bedford Square, London, WC1B 3HH  
T 020 7637 4550  
[www.NCHum.org](http://www.NCHum.org)

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## Application Process

Applications should be made via [this link](#) by midnight, on Thursday, 11<sup>th</sup> April 2019 (previously, 31st March). Please reference your application “ALCL0319”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that highlights experience (as applicable) in teaching, tour-guiding, and 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 12<sup>th</sup> 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 Cultures of London

Location: Bloomsbury, London

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Contract Type: Fixed-term (3.5/7.5 months)

Remuneration: £15/30,000 (based on max. 180/360 contact hours & approx. 150/300 other hours)

Start date: August 2019

### JOB DESCRIPTION

<b>Job title</b>	<b>Assistant Lecturer</b>
<b>Job family</b>	Teaching
<b>Job purpose</b>	
<p>The role is to teach seminars and hold 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 'Cultures of London', which surveys the cultural history of London from its early history to the present, with a particular concentration on literature since the sixteenth century. This course is being delivered to students visiting from Northeastern University (Boston, USA).</p> <p>The ideal candidate will have experience of teaching English to undergraduates, and will be happy to work as part of a small, committed, team.</p>	



### 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 be expected to attend all scheduled teaching sessions for each of up to three cohorts (consisting of up to 20 students) taking this course, in order to provide continuity across the 15-week course. The AL will attend lectures given by members of the NCH English faculty and visiting speakers, and will deliver their own seminars. The AL will also accompany students on study visits, and will be available to accompany students on walking tours; in both cases local guides or podcasts might be provided, although the AL may be expected to lead the tour/visit themselves.

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



<b>Contact hours</b>
Lead seminars, and accompany students on learning activities led by others
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
<b>Management and administration</b>
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 assignments per student (the assignments have been created, and take a variety of forms, including written work and presentations). Keep track of students' attendance, participation and grades.
Participate in English faculty meetings and staff training opportunities



