



New College
of the Humanities

Lecturer in Creative Writing

POSITION OVERVIEW

Location	:	Bloomsbury, London
Term	:	Part-time (0.2FTE); fixed-term (offered as a three-year appointment initially)
Salary	:	£35000 to £45,000 per annum for a full-time role
Start	:	2 January 2021

The Roles

The New College of the Humanities at Northeastern wishes to appoint a part-time **Lecturer in Creative Writing**, to contribute to the teaching of courses on our Creative Writing programme

We wish to appoint a specialist in prose fiction. Preference may be given to fiction specialists with active interests in one or more of the following areas: creative writing and technology and/or software; creative writing in employment contexts (including script writing - for stage, radio, screen, or other -, and professional editing and publishing); creative writing and diversity. However, we will also give consideration to outstanding candidates with specialisms in other kinds of prose fiction.

We particularly encourage applications from those with an interest in innovative teaching, learning and assessment; those with experience of supporting a wide variety of students; and those belonging to groups underrepresented in UK higher education. We are particularly looking for a good team player, as the position may require team-teaching.

Core duties will include the delivery of lectures, seminars and tutorials, formative and summative assessment and relevant administration as required.

About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, including our gold standard tutorial system. The College is undergoing an exciting period of growth, having become part of Northeastern University and its global

network in early 2019.

Additional Information

Enquiries

Informal enquiries may be made to Catherine Brown (Head of Faculty, English) at catherine.brown@nchlondon.ac.uk. However, all applications must be made in accordance with the application process specified.

Application Process

Applications should be made via **this link** by 20:00 on **30 September 2020**. Please reference your application "ENG0920". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than two pages that highlights teaching specialisms, experience, and innovation in teaching; and a curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. The College is not able to provide Sponsorship for these appointments.

Person Specification

Qualifications

- A postgraduate degree [essential]
- Either a doctoral degree completed or at an advanced stage, or extensive professional or practical experience to a level comparable to a doctorate [essential]
- A relevant, substantial published work or work in press e[desirable]

Experience/Knowledge

- Experience of leading creative writing workshops [essential]
- Experience of creative writing feedback provision and assessment methods [essential]
- Experience of teaching creative writing to university undergraduates or graduates [desirable]
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Skills

- Excellent written and oral communication skills including presentation skills [essential]
- Excellent interpersonal skills, communication style and team working [essential]
- Excellent organisational and administrative skills [essential]

- Ability to form positive working relationships within the College, community, business and other partners [essential]

Attributes

- Commitment to working within professional and ethical codes of conduct [essential]
- Commitment to excellence in teaching and to providing the highest quality experience for students [essential]

Job Description

Lecturer

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Prepares and delivers Lectures, Seminars, 1:1s or other teaching (e.g. co-curriculars, office hours) based on course-leader supplied course materials and (where relevant) with the guidance of the Course Leader.
 - Adapts slides / hand-outs for each week's content.
 - Manages and updates course section VLE.
 - Enters registers daily and responds to student emails in a timely manner and in line with academic policies within 24 hours.
 - Monitors student attendance and participation in line with engagement policy and meets with at risk students in line with the engagement policy.
 - Flags up concerns about a student (e.g. Title IX issue, mental health) in accordance with academic policies.
 - Marks using an assignment specific rubric (where relevant) and provides feedback on all assignments and liaises constructively with moderator (usually, the Course Leader) as required.
 - Produces a brief mid-term / end-of-term ('collections') note for each student in the course section.
 - Attends timetabled programme / course meetings.
 - Responds to associated faculty/staff emails within 24 hours where required
 - Fosters a positive work environment with a good team spirit, including faculty colleagues, administrative teams, with student experience and a quality academic experience at the forefront of all efforts.
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Course Leader

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Initiates updates to design of an existing course and course materials (e.g. power points, reading materials, VLE course-specific templates, Turnitin marking rubrics) for a particular incarnation of the course (e.g. in light of faculty or student feedback, disciplinary developments, or scholarship or research brought to bear).
- Oversees that incarnation of a course, working with Programme Director(s) and Operational Lead(s) where relevant to ensure coordination with other elements of the programme (e.g. through timetabling).
- Leads and, where necessary, cooperates with operations on co-curricular design, organisation and logistics. Undertakes moderation and peer review for their course or another course.
- Where relevant, works with Lead Instructors to ensure parity of assignments, delivery (section course materials, VLE, and in-class peer review), and grading across all course sections.
- Where relevant, manages academic accommodations in response to recognized specific learning difficulties, extenuating circumstances, or similar (e.g. creating and grading back-up and replacement assessments if a student has an approved reason to re-submit).
- Liaises with instructors, programme directors and operations to connect students to student services or relevant college and/or university bodies where necessary.
- Where relevant, offers course-wide office hours.
- Where relevant, provides course-specific input in cases of student appeals.
- Where relevant, meets with students whose absences endanger their performance on the course in line with the engagement policy.
- Where relevant, invigilates exams and writes examiner's reports and/or participates in relevant exam boards.
- Where relevant, trains, manages, assists, and covers for other course instructors.
- Where relevant, attends programme meetings and initiates and chairs regular course-level meetings, assigning and monitoring any actions arising.
- Where relevant, plays a key role in recruitment of new instructors, though recruitment is ultimately managed by Heads of Faculty.
- Responds to associated faculty/staff emails within 24 hours where required.