

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

Please complete the short on-line application form and attach the following 5 documents. Shortlisting is undertaken by a panel after the closing date on the basis of information provided and failure to upload the requested documents will result in an application being rejected.

a) Please include a covering letter setting out how you meet the requirements of the role as set out in the person specification.

b) Include a full curriculum vitae (CV) including any publications. You should provide information on the range and content of your teaching and supervision experience, as well as on curriculum development. For posts with a research component, you should specify your 4 most significant papers published within the past 5 years (or an equivalent number appropriate to being an early career researcher). Applicants from within the UK should indicate which publications have been submitted to the REF 2014 and any assessment of the rating for each piece of work; For more information about the REF visit www.ref.ac.uk

c) Include an education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education and how it draws on pedagogical research. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.

d) For posts with a research component, please include a research statement of no more than two sides of A4 providing details of your research plans for the next three years. This should include details of books, chapters or papers in progress together with planned publication dates. For journal articles please provide details of target journals and planned submission dates. If you have papers that are currently under review please detail the stage these have reached and the timescale you expect those papers to be accepted for publication. If you have papers that have been accepted for publication but not yet published please provide the date the paper was accepted for publication.

e) For posts with a research component, applicants should also submit no more than two sides of A4 setting out their three year plan for generating external funding to support their research.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 21 May 2017

Interviews are planned for: 23 June 2017



JOB DESCRIPTION – Job ref REQ00585

Job Title and Grade:	Lecturer in French Grade 8
Contract:	Permanent, part-time
Hours:	18 hours per week
Salary:	£32,004 - £38,183 per annum (pro rota for part-time)
Department/Section:	Department of Language and Linguistics
Responsible to:	Head of Department
Reports on a day to day basis to:	As above
Purpose of job:	To direct and deliver modules in French with capacity to contribute to Translation, Interpreting or Subtitling modules. To supervise undergraduate projects in French and MA dissertations in one of the areas in Translation, Interpreting or Subtitling. To contribute to the successful administration and management of the department.

Duties of the Post:

The main duties of the post will include:

1. Contributing to the teaching and development of courses, modules, and teaching materials in French Language, at various levels to specialist and non-specialist students.
2. Supervising, teaching and assessing students on the French pathways of the *MA Translation, Interpreting and Subtitling*.
3. Playing a lead role in recruiting students on the French pathway of the *MA Translation, Interpreting and Subtitling*.
4. Providing leadership in the development of the interpreting strand of the *MA Translation, Interpreting and Subtitling* (which, in addition to French, has German, Italian, Portuguese and Spanish pathways.)
5. Forging collaborations with other Higher Education Institutions in relation to French and contributing to the wider discourse on French pedagogical issues as part of workshops, seminars and projects.
6. Have a commitment to attracting funding to aid the development of French pedagogy.
7. Providing appropriate academic and pastoral support to students at both undergraduate and postgraduate level.
8. Supervising BA and MA students in appropriate areas of French, as may be required in the department.
9. Fulfilling assessment and examination duties as required by the Head of Department.
10. Contributing to the successful administration and management of the Department.
11. Any other duties as may be assigned from time to time by the Head of Department or his/her nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

PERSON SPECIFICATION

JOB TITLE: Lecturer in French

Qualifications /Training

	Essential	Desirable
▪ Postgraduate qualification in relevant area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Professional qualification in translation and interpreting	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Competence in French and English equivalent to a native speaker	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Substantial experience and strong skills in French Language Teaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Recent experience in translation, interpreting or other professional language skill	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of syllabus development, materials development, assessment, innovation in teaching and assessment methods	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrate ability to successfully work collaboratively in module delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Substantial experience and strong skills in French Language Teaching in the UK Higher Education sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of contributing to cross-institution initiatives/workshops/projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of attracting funding for the development of Modern Language teaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Successful performance of administrative tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent skills in the delivery of French language teaching to undergraduate students from beginner to mastery level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to teach French language to specialist and non-specialist language students at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work collaboratively as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to deliver French language teaching incorporating its cultural background and contemporary uses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to teach practical written translation and/or interpreting skills at graduate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to supervise undergraduate projects and MA dissertations in translation, interpreting and subtitling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to promote the French programme within Modern Languages and be involved proactively in the recruitment of students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Engage with and motivate students at undergraduate and postgraduate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to develop innovative methods of teaching and assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to contribute to the management of the French pathway of the MA Translation, Interpreting and Subtitling (including pastoral care, progress monitoring and assessment of students)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to be directly involved in administration and management of the department	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ Willingness to engage in continuing professional development, including achieving the University's Certificate in Higher Education Practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willingness to continue to undertake CPD e.g. as may be needed for professional interpreting skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Additional Information

The Department of Language and Linguistics

The Department of Language and Linguistics (DLL) has 37 full-time academic members of staff and provides a broad spectrum of expertise in the study of language and in the practical teaching of modern foreign languages. Its core ambition is to offer students a transformative educational experience in these areas underpinned by high quality research. The majority of research conducted in the department is rated 'world leading' or 'internationally excellent', placing us 8th among departments in the UK for research quality (REF 2014). Research is therefore at the core of the department and staff on Education contracts are also strongly encouraged to conduct research in their areas of expertise and for this research to form a core part of their teaching delivery. The department aims to positively contribute to the university's TEF (Teaching Excellence Framework) assessment and so candidates must be highly motivated educators and fully demonstrate the ability to positively contribute to this goal.

For the last few decades Modern Language teaching has formed a core part of the department and we are keen to maintain our breadth and expertise in this area. We offer modern language teaching in French, German, Italian, Portuguese and Spanish, which can all be taken at degree level from beginner to advanced levels following the Common European Languages Framework. Our focus and emphasis is on practical language skills and the holistic treatment of language to engage students not only in its grammatical structures but also its contexts of use in contemporary society. We also offer professional language skills on our MA courses which focus on Translation, Interpreting, Subtitling and Professional Practice. These MA schemes can be taken in any of the modern languages we offer as well as in Chinese. The Modern language unit therefore enjoys close collaboration on a number of modules that are jointly delivered across the different pathways. In addition to Modern Languages all core areas of Linguistics are also represented.

We are strongly committed to offering our students a personal and individual experience through a personal tutor system that we consider essential to positive student experience. Student satisfaction is central to our purpose and we aim to offer a wide range of assessment methods that engage students and help them achieve their full potential while also enhancing their employability skills.

You can find more information about the department at the following link
<https://www.essex.ac.uk/langling/>

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

General information

This post is 18 hours per week (0.5FTE).

Informal enquiries may be made to Prof Nancy Kula, Head of Department (email: nckula@essex.ac.uk). However, applications must be made online.

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeParkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy.

This document is produced by:

Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: resourcing@essex.ac.uk

April 2016