



1. Advertisement (INTERNAL ONLY)

Post Title: Lecturer in English Language Teaching (Education and Scholarship)

School/department: MAH, Department of Language Studies (English Language)

Hours: Full hours or part time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

- *Must be available and present during the academic year teaching period.*

Location: Brighton, United Kingdom

Contract: permanent

Reference: 21575

Salary: starting at £40,521 – 44,263 per annum, pro rata if part-time

Placed on: 04 September 2023

Closing date: 11 September 2023 - Applications must be received by midnight of the closing date.

Expected Interview date: 25 September 2023

Expected start date: September 2023

This vacancy is only open to those currently employed by the University of Sussex (Including those employed through Reed, Chartwells, and SEF).

We are seeking a collaborative and dedicated individual to join our department as a Lecturer in English Language Teaching. This role carries significant responsibilities in the planning, delivery and assessment of the foundation year, undergraduate and postgraduate programmes. Candidates are expected to have a Master's level or equivalent in ELT, TESOL or related field.

You should be able to demonstrate recent and prior experience teaching, ideally at both undergraduate and postgraduate level and an emerging profile of continuing professional development and/or scholarship profile. We particularly welcome applicants who work collaboratively and creatively to meet high pedagogical standards in the Department and the School.

Prospective candidates are encouraged to direct informal inquiries to *Dr Eljee Javier, Head of English Language (e.a.javier@sussex.ac.uk)*

The University of Sussex celebrates and promotes diversity, equality and inclusion amongst our staff and students and we welcome applicants from all backgrounds. Applications are particularly welcomed from disabled and black and minority ethnic candidates, who are under-represented in academic posts in our department.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

The Department of Language Studies (DLS) is comprised of two distinct areas, Modern Foreign Languages and English Language Teaching. We offer a wide range of courses and modules throughout the calendar year. International students can take a range of English language courses to prepare them for their studies.

We recognise that students from disciplines across the University will, as future global citizens, travel, live and work in countries across the world – that's why we've developed a flexible portfolio of language electives which students can take as part of their degree. Students can also study autonomously in our Resource Centre, which has a digital language suite and multimedia workstations for the private study of more than 50 world languages.

We believe that learning to speak a second or third language provides a window into another culture, and that cultural awareness and intercultural communication are essential for the promotion of peace, co-operation and understanding in the world today. In addition, the study of a language gives meaningful access to the media, films and literature in that language, opening up limitless paths of discovery.

Please find further information regarding the Department of Language Studies at <https://www.sussex.ac.uk/schools/media-arts-humanities/subjects-and-people/languages>

3. Job Description

Job Description for the post of: **Lecturer in English Language Teaching (Education and Scholarship)**

Department: **Language Studies (English Language)**

School: **Media, Arts and Humanities**

Location: **Falmer Campus**

Grade: **7**

Responsible to: Head of Department (English Language)

Responsible for: n/a

PRINCIPAL ACCOUNTABILITIES

1. To deliver and contribute to the design of high-quality teaching programmes to attract students.
2. To engage in individual and/or collaborative education and scholarship activity to

inform pedagogy and ensure excellent learning experiences for students.

3. To contribute fully to the School and University by participating in meetings, working groups, and committees and other School and University activities.

KEY RESPONSIBILITIES

1. Teaching & Student Support

- 1.1. Contribute to the planning, delivery and assessment of high-quality undergraduate and postgraduate teaching in the Department of Language Studies (English Language focus), in liaison with the relevant programme and course convenors.
- 1.2. Contribute to the development, design and management of courses and new curriculum proposals that are attractive to students.
- 1.3. Contribute to developing high-quality inclusive teaching materials, methods and approaches using appropriate technology; take responsibility for their quality and ensure that they meet defined learning objectives.
- 1.4. Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide constructive and comprehensive feedback to students.
- 1.5. Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study.
- 1.6. Develop and maintain an understanding of appropriate pedagogy in the subject area and respond to challenges.
- 1.7. Supervise the work of foundation year, undergraduate and taught postgraduate students, providing them with advice on study skills.
- 1.8. Undertake and complete administrative duties required in the professional delivery of teaching.
- 1.9. Make a significant contribution to the accreditation of courses and quality-control processes.
- 1.10. Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 1.11. Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

2. Scholarship & Enterprise

- 2.1. Individually or with colleagues, explore opportunities for enterprise activity, third stream income and/or consultancy.
- 2.2. Build internal contacts and participate in internal networks and relevant external networks to form relationships and collaborations.

- 2.3. Supervise masters and potentially also doctoral students as part of a supervision team, as appropriate to the discipline.
- 2.4. Continually update knowledge and understanding in a field or specialism and engage in continuous professional development.
- 2.5. Translate knowledge of advances in the subject area into the course of study.
- 2.6. Undertake scholarship to inform education to ensure excellent learning experience for students.

3. Contribution to School & University

- 3.1. Attend and contribute to School meetings.
- 3.2. Engage in activities beyond day-to-day teaching duties, for example Admissions Days.
- 3.3. Assist with undergraduate and postgraduate recruitment.
- 3.4. Participate in School or University working groups or committees, as required.
- 3.5. Undertake additional administrative duties, as required by the Head of School.

Role-specific duties

1. Collaborate with colleagues to design and deliver engaging foundation year, undergraduate and postgraduate programmes offered by DLS, MAH and where necessary, the wider university.
2. Hold substantive convening duties by providing ongoing guidance and support for teaching staff and students on DLS modules.
3. Contribute to the strategic planning and decision-making process to meet the goals and objectives of the DLS and the wider university.
4. Collaborate with colleagues to develop and implement student support services, such as tutorials, workshops, and study skills sessions.
5. Stay updated with the latest developments within EAP and ELT and related fields through active engagement with scholarship activities within and outside DLS.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

Essential Criteria

1. Normally educated to Master's degree in ELT, TESOL, Applied Linguistics or equivalent qualification or level of experience as appropriate to the discipline.
2. CELTA, Trinity TESOL, or equivalent certification in English language teaching.
3. Recent and substantial experience in teaching foundation year, undergraduate and/or postgraduate modules to a range of students.
4. Recent and substantial experience in teaching English for Academic Purposes (EAP) in a UK Higher Education context.
5. Strong organizational and administrative skills, with the capability to handle multiple tasks and meet deadlines.
6. Excellent communication and interpersonal skills, enabling effective collaboration with colleagues, students, and stakeholders.
7. Flexibility and adaptability to thrive in a dynamic and changing academic environment.

Desirable Criteria

1. PhD (or near completion) in ELT, TESOL, Applied Linguistic or related fields.
2. DELTA or equivalent certification in English language teaching.
3. Experience in teaching international students, demonstrating a deep understanding of their unique learning needs and cultural backgrounds.
4. Hold fellowship status in a recognized professional body related to English language teaching and academic support, such as Advance HE, BALEAR, TEAP, or equivalent.
5. Demonstrating an emerging record of developing an education portfolio with a focus on scholarship, showcasing the ability to contribute to the advancement of teaching and learning practices.
6. Possess some pedagogic knowledge and experience in course design, teaching approaches, and assessment that reflects an understanding and adherence to Equality, Diversity, and Inclusion (EDI) guidelines.