1 Advertisement

Post Title: Lecturer in English Language for Academic Study (ELAS): 3 posts
School/department: Sussex Centre for Language Studies/ Media, Arts & Humanities
Hours: full time or part time hours considered up to a maximum of 1 FTE / requests for flexible working options will be considered (subject to business need).
Contract: permanent
Reference: 3435
Salary: starting at £33,797 to £40,322 per annum, pro rata if part time
Placed on: 12 June 2020
Closing date: 26 June 2020. Applications must be received by midnight of the closing date.
Expected start date: 1 August 2020 or as soon as possible
Expected Interview date: Week commencing 6 July 2020.
This vacancy is only open to those currently employed by the University.

The Sussex Centre for Language Studies/School of Media, Arts and Humanities is looking to appoint three Lecturers in English Language for Academic Study to provide dedicated in-sessional support for students with English as an additional language in respectively:

- The University of Sussex Business School
- The Social Science cluster (the Schools of Education & Social Work, Global Studies and Law, Politics and Sociology)
- The Science cluster (the Schools of Engineering & Informatics, Life Sciences, Mathematical & Physical Sciences and Psychology)

Please contact Jeremy Page j.n.page@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*
2. **The School / Division**

Please find further information regarding the school/division at http://www.sussex.ac.uk/languages/

3. **Job Description**

Job Description for the post of: Lecturer in English for Academic Study

**Department:** Sussex Centre for Language Studies  
**Section/Unit/School:** Media, Arts & Humanities  
**Location:** Arts A  
**Grade:** 7  
**Responsible to:** Director, Sussex Centre for Language Studies  
**Responsible for:** N/A

**PRINCIPAL ACCOUNTABILITIES**

1. To deliver and contribute to the design of language, academic culture and skills support for students who have English as an additional language.

2. To contribute fully to the School and University by participating in meetings, working groups, 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 language support, in liaison with the relevant convenors and School officers.

1.2 Contribute to the development, design and management of provision for international students.

1.3 Ensure that teaching content, methods of delivery and learning materials will meet the defined learning objectives, including the use of appropriate technology.

1.4 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 undergraduate and taught postgraduate students, providing them with advice on study skills, projects, fieldwork and placements.
1.8 Undertake and complete administrative duties required in the professional delivery of teaching and language support.

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.

1.12 Transfer knowledge in the form of practical skills, methods and techniques.

1.13 Supervise the work of students, provide advice on study skills and help them with learning problems.

1.14 Work closely with ADQE to ensure familiarity with regulations (e.g. re academic integrity).

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 in order to form relationships and collaborations.

2.3 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.

2.4 Translate knowledge of advances in the subject area into the course of study

2.5 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 and support duties, for example Admissions Days, Welcome Week activities.

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 Director of SCLS.

4. Role-specific duties
4.1 Deliver the existing non-subject specific workshops as required.

4.2 Develop and deliver non-subject specific and subject-specific webinars, including language, academic culture and academic skills development.

4.3 Develop a range of self-study material to complement the workshop materials.

4.4 Maintain and develop the ELAS Canvas site.

4.5 Respond to discussion forum questions on Canvas.

4.6 Work in ‘Time to Write’ and other drop-in events, and offer one-to-one tutorials year-round.

4.7 Work with Doctoral students in a specified cluster of Schools.

4.8 Contribute to university-wide initiatives: online Flint, CEC workshops and events, Skills Hub, Library event and support (RLF) Workshops, Doctoral School and other events, both individually and with others from the ELAS team.

4.9 Attend Welcome Week events, and other School activities as required.

4.10 Develop links with students and staff (professional services and academic).

4.11 Work with Academic Advisors and Student Academic Success Advisors.

4.12 Work with Schools to improve assessment briefs, feedback etc. to be more inclusive of all student groups.

4.13 Support School when setting assessments etc, for example with joint assessment drop-in sessions.

4.14 Work to develop strategies to reduce academic misconduct.

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.

INDICATIVE PERFORMANCE CRITERIA

1. High quality performance across a range of teaching and support activities, at different levels (year 1 undergraduate to postgraduate) appropriate to the discipline; as evidenced by surveys, questionnaires and peer review.

2. Evidence of skill in assessment and feedback techniques, and using a range of methods for evaluating the effectiveness of teaching.

3. Demonstrable contribution to the planning and development of courses.

4. Delivering a teaching/support load in line with School expectations.
5. Evidence of applying knowledge arising from scholarship to enhance professional practice.

6. Evidence of active engagement in advising students and proactively responding to problems experienced by students.

7. Completion, within a reasonable period of time, of a recognised higher education teaching qualification.

8. Efficient and effective contribution to academic support duties within the School and the University.

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4. **Person Specification**

**ESSENTIAL CRITERIA**

1. Educated to Masters level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).

2. Excellent interpersonal skills, with the ability to engage with students using a variety of teaching methods.

3. Experience of teaching at undergraduate level.

4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

5. Ability to work individually on own initiative and without close supervision, and as part of a team.

6. Ability to exercise a degree of innovation and creative problem-solving.

7. Excellent organisational and administrative skills.

8. Ability to prioritise and meet deadlines.

9. A willingness to participate in student support activities beyond required teaching duties.

10. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

**ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. A readiness to be proactive and responsive to both student and staff requirements within a cluster.

2. Ability to work well as a team member on cross-cluster activities.

3. A willingness to engage with all disciplines represented in the cluster.

**DESIRABLE CRITERIA**

1. A recognised higher education teaching qualification.
2. Experience of teaching at postgraduate level.

3. Membership of professional body, if appropriate

4. Emerging record of developing an education portfolio with some focus on scholarship