

JOB DESCRIPTION

Job Title: Lecturer in Spanish

Grade: AC2

Department: School of Humanities and Social Sciences

Responsible to: Academic Portfolio Leader (Applied Linguistics)

Responsible for: n/a

Key Contacts: Head of School; Deputy Head of School; Deputy Head of School; Associate Head of School for Research and Knowledge Exchange, Associate Head of School for Student Success

Standard Occupational Classification (SoC code): n/a

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

To conduct high quality teaching on undergraduate and postgraduate programmes in the area of Modern Foreign Language (MFL) learning and teaching, with particular expertise in Spanish and Applied Linguistics. The role will focus on delivering high quality education in a variety of formats as well as research and enterprise activities. The person appointed will be expected to:

- Contribute to the delivery of existing teaching, course development, and to participate in the research carried out in the School.
- Contribute more widely to the design and delivery of teaching activities, reflecting the successful candidate's own subject specialism appropriate for the needs of a diverse student body; across the range of modules and programmes offered by the School.
- Engage in professional practice and research across the subject area and contribute to the research profile of the School and to future REF submission
- Contribute to the delivery of teaching across disciplines within the School of Humanities and Social Sciences in at least one relevant subject area (e.g., TESOL, Applied Linguistics, Pre-sessional English courses)

KEY ACCOUNTABILITIES

Team Specific:

- Contribute to the delivery of high quality, innovative and effective teaching and new teaching initiatives, including inclusive approaches to setting and marking assessment.
- Lead on academic tutoring of undergraduates and/or postgraduates.
- Lead and support others in the design and develop of new courses/modules demonstrating excellent curriculum design.
- Contribute to curriculum development within the School.
- Participation in the delivery of new courses, CPDs in MFL, Spanish as a foreign language, Applied Linguistics, TESOL or related fields.
- Contribute to subject, professional and/or pedagogical research leading to the publication and/or dissemination of original work.
- Contribute to the continuous improvement of the student experience or Lead courses/modules effectively including adopting a responsive approach to students.
- Effective cross working with Professional Services to support students.
- Contribute to relationship management and engagement with key external bodies for teaching at a regional and national level; the national or regional public/cultural sectors/business in relation to teaching, research or enterprise.
- Maintain effective, high quality and productive working relationships with professional bodies and employers, as appropriate.
- Supervision of undergraduate and, where appropriate, postgraduate students.
- Work with other academics and the administrative teams to deliver excellent student care and support student success and employability.
- Contribute to the general academic administrative work of the School and Faculty.

Generic:

- Assist the Applied Linguistics/TESOL/MFL Team in achieving the School's KPIs.
- Contribute to School plans, activities and efficient working practices.
- Participate in recruitment events (Open Days, etc.), outreach visits to schools, local community groups, public engagements and related activity.
- Demonstrate a commitment to equality, diversity and inclusion through teaching practice and / or engagement with University initiatives.

- Contribute to peer review and School based teaching development activities.
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice.

Managing Self:

- Develop expertise in inquiry/research-informed teaching with an increasing degree of autonomy.
- Keep abreast of developments within the field and seek continuous improvement of own professional practice.
- Actively participate in established professional development framework activities.
- Behave in a manner which reflects the University's values and creates a positive environment for work and study.
- Maintain a high standard of student engagement and satisfaction
- Seek to maximise the learning outcomes of students.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the School of Humanities and Social Sciences and the Faculty of Liberal Arts and Sciences deliver the required level of service.

KEY PERFORMANCE INDICATORS:

- Performance Indicators will be established in consultation with the Academic Portfolio Lead (Applied Linguistics) as part of the post-holder's annual Appraisal and Professional Development Review

KEY RELATIONSHIPS (Internal & External):

Faculty PVC; Head of School; Deputy Head of School; Associate Heads of School, Academic Portfolio Leaders, Programme Leaders, Humanities and Social Sciences staff (academic and administrative), students

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experience teaching Spanish across CEFR levels, including advanced or specialist modules (e.g., language research project, translation, francophone cultures)
- Experience teaching Spanish language and culture at university level
- Delivery of high quality, innovative and effective teaching in the field of Foreign Language Learning and Teaching and/or Applied Linguistics and/or TESOL on undergraduate and/or postgraduate programmes.
- Leading courses/modules effectively including adopting a responsive approach to students
- Experience integrating intercultural communication or global perspectives into language teaching
- Experience teaching or designing online, hybrid, or blended learning modules
- Student care and pastoral provision

Desirable Criteria

- Involvement in teacher education or language teacher training, such as PGCE, DELE, or CELTA/DELTA programmes
- Experience with curriculum development for MFL or applied linguistics programmes, particularly around student-centred or inclusive pedagogy
- Experience supervising undergraduate or postgraduate research projects
- Experience developing materials or acting as an examiner for external examinations or certifications (e.g., DELE, IB Spanish, etc.)
- Designing and leading significant teaching and assessment activity
- Professional experience in Hispanophone contexts (e.g., teaching, research, study abroad, or translation, etc.)

- Experience and knowledge of blended learning practices
- Involvement in community or public engagement initiatives, such as outreach or language advocacy projects
- Contributing to subject, professional and/or pedagogical research and other scholarly activities in the field of Modern Foreign Language Teaching (Spanish), Applied Linguistics and/or TESOL or other related disciplines

SKILLS:

Essential Criteria

- Outstanding organisational and IT skills
- Confidence using digital learning platforms and tools, such as VLEs (e.g., Moodle, Blackboard), Turnitin, and Microsoft Teams and digital language learning tools and platforms (e.g., Quizlet, Padlet, CALL environments)
- Excellent communication, interpersonal and teamwork skills
- A reflective approach which includes an ability to engage with and respond to student feedback and team/line manager's feedback
- Knowledge of current MFL teaching methodologies, including communicative approaches, task-based learning, etc.

Desirable Criteria

- Ability to teach or support content in additional areas, such as second language acquisition, language pedagogy, material development, teaching practice or sociolinguistics
- Proficiency in a second modern foreign language (besides Spanish), where relevant to School needs
- Track record or clear potential/interest to contribute to research-led teaching in MFL, Applied Linguistics and/or language pedagogy
- Contributions to curriculum development, particularly around inclusive, internationalised content or decolonising the curriculum, etc.

QUALIFICATIONS:

Essential Criteria

- Master's Degree in Modern Foreign Languages, Applied Linguistics, Linguistics or a related field

Desirable Criteria

- PhD in Applied Linguistics, Linguistics or a related field
- Fellowship of a relevant professional body

- Teaching qualification

PERSONAL ATTRIBUTES:

Essential Criteria

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- Collegial and collaborative - actively contributes to team teaching, joint projects and School goals
- Reflective and responsive educator - open to evolving pedagogical practices and student feedback
- Intellectually curious - seeks out new interdisciplinary perspectives, or emerging trends in the field
- Culturally and linguistically sensitive - appreciates linguistic diversity and promotes inclusive classroom dialogue
- Proactive and self-directed - takes initiative in developing research, outreach, or curriculum innovation
- Adaptable and resilient under deadline pressure – maintains quality of work and manages competing demands in a dynamic and fast-paced academic environment
- Committed to ongoing professional development, such as engagement with academic conferences, training, or teaching enhancement
- Open to innovation - embraces new methods, technologies, and ideas in both research and teaching
- Ethically grounded and respectful of academic integrity, especially in supervision and collaborative work
- Passionate about student success, with an interest in mentoring and supporting diverse learners