

THE POST

College: Social Sciences and International Studies (<http://socialsciences.exeter.ac.uk/>)

Post: Associate Lecturer in Arabic (Education and Scholarship)

Reference No: P67989

Grade: E

Reporting To: Professor Christine Robins

The above full-time fixed term post is available September 2019 until June 2020.

Job Description

Main purpose of the job:

You will have responsibility for the production and delivery of teaching and learning material across a range of modules. You will work in support of Arabic-lecturer colleagues to ensure the efficient and effective delivery of teaching programs in accord with the College's education strategy and implementing the External Affairs strategy.

Main duties and accountabilities:

1. Teach using appropriate teaching, learning support and assessment methods; supervise student projects and the academic elements of field trips, and, where appropriate, placements.
2. Contribute to the design and development of teaching materials, and identify areas where current provision is in need of revision or improvement.
3. Use established IAIS assessment instruments and criteria to assess the work and progress of students by reference to these criteria and provide constructive feedback to students.
4. Mark and assess work and examinations, and provide feedback to students.
5. Ensure that module delivery complies with the quality standards and regulations of the University and College.

Liaison and Networking

Participate in and develop external networks, for example to contribute to student recruitment, secure student placements, facilitate outreach work, or build relationships for future activities.

Managing people

1. Co-ordinate work with module convenors and the IAIS language co-ordinator to ensure modules are delivered to the standards required.

Initiative, problem-solving and decision-making

1. Tackle issues affecting the quality of delivery within the scope of own level of responsibility, referring more serious matters to others, particularly the module convenor, as appropriate.

Planning and managing resources

1. As associate lecturer, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.

2. Be responsible for administrative duties in areas such as student assessment and attendance under the supervision on the module convenor.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view the Lecturer (Education and Scholarship) role profiles at <http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/>

Person Specification

| Competency | Essential | Desirable |
|-----------------------------|---|--|
| Attainments/Qualifications | Possess a depth or breadth of specialist knowledge of Arabic pedagogy demonstrated by HE-level training and/or experience in teaching Arabic as a foreign language, in order to teach and support learning on academic area modules | Learning & Teaching in Higher Education Stage 2 qualification; Associate Fellow of the HEA; ability to teach a dialect of Arabic as well as MSA. |
| Skills and Understanding | Possess an in-depth understanding of Arabic language and pedagogy. Evidence of excellent teaching identified by peer review and have made an impact at discipline programme level beyond their own teaching. General competence in core IT skills such as: production of documents and presentations; management of online student resources; use of shared online resources. | Ability to teach all language skills. Grammar, IT and multi-media skills are especially desirable. |
| Prior Experience | Have experience of teaching and quality management and enhancement in an HE environment. | |
| Behavioural Characteristics | Excellent written and verbal communication skills. Able to communicate complex and conceptual ideas to a range of groups. Be able to demonstrate independent and self-managing working styles Have knowledge of tertiary education and be able to use a range of delivery techniques to enthuse and engage students | Able to participate in and develop external networks. |

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Dr Abla Oudeh Mahmoud, Language Coordinator, email a.oudeh@exeter.ac.uk. This is a fixed term post initially for 9 months from 1 September 2019.

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.