Job description

Date last reviewed: July 2016

Faculty/Directorate: Faculty of Humanities and Social Sciences
Department: Department of English and Modern Languages
Title of post: Language Instructor in Japanese
Grade of post: 8
Post number: 
FT or % P/T: 
Permanent/Temporary: 
Principal location of work: Headington Campus
Immediate line manager: Programme Lead for Modern Languages
Staff managed: None
Qualifications required for post: Good Honours degree in Japanese or closely related discipline
Experience required for post: Language-teaching to non-first languages speakers at Higher Education level.
Overall purpose of post: To provide teaching and assessment as required in the appropriate language subject area

Main duties:

1) To teach students as required using instruction methods that are appropriate to the acquisition and development of foreign language skills, including e-learning.
2) To mark and assess students' work, and to invigilate.
3) To undertake relevant personal development in relation to language instruction.
4) To care for the pastoral needs of students as appropriate.
5) To participate in the University's administrative processes including appropriate quality assurance procedures, recruitment and admission of students.
6) To participate in general staff development and appraisal processes.
7) To produce and amend course materials and content as required.
8) To contribute to the delivery and promotion of short language courses as CPD.
9) To undertake such other duties as may reasonably be required by the University and commensurate with the level of this post.
**Person specification**

**Faculty/Directorate:** Humanities and Social Sciences, Department of English and Modern Languages

**Title of post:** Instructor in…

**Starting salary:**

<table>
<thead>
<tr>
<th>Specification</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Education/Training</td>
<td>Good Honours degree in [ ] or closely related discipline</td>
<td>Higher degree in [ ] or closely related area, e.g. MA or PhD</td>
</tr>
<tr>
<td>2. Relevant Experience</td>
<td>Experience of teaching at undergraduate level</td>
<td>Experience of course and curriculum development</td>
</tr>
<tr>
<td></td>
<td>Experience of academic administration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] Language teaching to non-first language learners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pastoral work with students</td>
<td></td>
</tr>
<tr>
<td>3. Relevant Skills/Aptitudes</td>
<td>Ability to contribute to the current teaching areas in [ ] Language</td>
<td>Be willing to become an active contributor to innovations in teaching, such as e-learning</td>
</tr>
<tr>
<td></td>
<td>Ability to work both in a team and independently</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good communication and interpersonal skills</td>
<td></td>
</tr>
<tr>
<td>4. Special Requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>