# Job description

**Date last reviewed**: July 2016



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| **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**:    **Post number**:    **FT or % P/T**: |  | 8 |
| **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.