

## Job Description

Job title	Part-Time Lecturer (with a sessional workload)
Subject area	Spanish
Immediate line manager	Principal Lecturer Humanities and Social Sciences
Job purpose	Sessional Lecturers are employed to design and deliver up to a maximum of three courses per academic year. They are integral to the delivery of Bader College's core academic programs, bringing specialised knowledge, real-world expertise, and diversity into the classrooms and thereby enriching the learning experience for students.
Estimated workload distribution (there is likely to be some annual variation in the required duties)	Sessional Lecturers are employed on a "per course" contract and have no additional duties. A workload plan will be developed for each contract.

## Key duties and responsibilities

### Teaching and Learning

1. Design a syllabus and deliver a course in line with any requirements outlined by an academic manager.
2. Ensure the teaching content, methods of delivery and learning materials meet the defined Learning Outcomes and that students are provided with a high-quality teaching and learning experience.
3. Liaise with the Academic Administrator for timetabling.
4. Collaborate with the Principal Lecturer of the program to design experiential learning activities for students; take responsibility for the practical components of organising and delivering experiential learning activities, including educational framing and student wellbeing while on off-site academic travel.
5. Deliver all course components using appropriate student-centric teaching methods.
6. Undertake and complete the administrative work connected with the professional delivery of teaching, including but not limited to promptly responding to communications from academic managers and administrators, setting and evaluating coursework, providing constructive and comprehensive feedback to students in a timely manner (within 14 days), maintaining an up-to-date virtual learning platform, maintaining an accurate record of student attendance, invigilating exams, marking, and submitting results for exams and other evaluations in accordance with Queen's University academic regulations.
7. Motivate and support students by being accessible, approachable, and responsive to their communications, providing first-line support for sensitive or confidential issues, and referring students to appropriate support services as needed.
8. Ensure equal opportunities for all students, including offering additional support and resources to disadvantaged students, and proactively fostering an inclusive learning environment.

### Professional and Community Duties

9. Sessional Lecturers are encouraged but not required to:
  - attend and contribute to regular faculty meetings,
  - join in faculty social events,
  - make use of professional development opportunities,
  - support students by attending opening and closing ceremonies and other student events.

Job descriptions are not exhaustive, and employees may be asked with reasonable notice and support to undertake other reasonable duties commensurate with the level of the post as directed by their line manager and the Senior Management Team. Given the nature of this position, some weekend work and international travel might be required subject to the needs of the business.

## Person Specification

Criteria	Essential	Desirable
Qualifications	Qualification or equivalent professional experience of teaching Spanish to beginners	
Knowledge/ Expertise	Excellent subject knowledge Successful teaching record in subject area Demonstrable experience of formative and summative assessment of learning outcomes	Evidence of teaching international students  Evidence of successful course management or curriculum development
Skills/ competencies	Ability to communicate subject matter clearly and engagingly  Experience in leading/operating activities relevant to the discipline  Excellent interpersonal, oral, and written communication skills  Proven record of ability to manage time and work to strict deadlines with minimal supervision	Evidence of effective use of Microsoft Office for communication and academic administration  Evidence of effective use of virtual learning platforms to enhance teaching and learning
Personal qualities	Ability to work flexibly to meet institutional needs (some seminars may need to take place in the evening or online, and off-site activities usually taking place on weekends)  Ability to work autonomously  Commitment to the educational and institutional values of Bader College and ability to work harmoniously with colleagues and students of all cultures and backgrounds  Commitment to creating a fully inclusive positive learning environment and challenging discriminatory behaviours and attitudes	Interest in being a part of the academic community at Bader College, including attending ceremonies and events  Commitment to own learning and development
Other	Eligibility to work in the UK  Successful completion of an enhanced DBS check	