University Lecturer in Cultural Studies

Overview

Bader International Study Centre (BISC), located at historic Herstmonceux Castle, East Sussex, is the overseas campus of Queen’s University, Canada. The campus occupies a 600-acre estate, including a range of academic, residential and recreational facilities. Our dedicated faculty and staff provide exceptional academic programming for undergraduate and postgraduate students from Canada and around the world. We also serve as a venue for international conferences and meetings. Our wholly owned trading subsidiary, Herstmonceux Castle Enterprises Limited, is responsible for running the gardens and grounds, corporate events and other functions.

The BISC is committed to employment equity, inclusion and diversity and supports fair treatment and opportunity for all. No job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

BISC Academic Department

The BISC Academic Department consists of 29 members of staff; the Academic Director, Deputy Academic Director, and Course Lecturers.

Salary:
£3,554 per section per course per term (one section = 30 students max)

Working hours:
2 hours 40 mins/week teaching, and 1.5 office hours/week per section. One section = 2 x 1hr 20 min classes; classes taught between 08:30 and 21:50. Regular teaching week runs Monday to Thursday. Marking assessments during the 12-week teaching term. Invigilating and marking an exam in the 2-weeks immediately following the teaching term.
# JOB DESCRIPTION AND PERSON SPECIFICATION

## Job Description

<table>
<thead>
<tr>
<th>Main purposes of job</th>
<th>To teach the IDIS 305 <em>British Studies II</em> course in line with the syllabus.</th>
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</table>
| **Main duties**      | • Develop a course syllabus in line with requirements outlined by the BISC Curriculum Committee.  
                       • Deliver course content in the form of lectures and seminars (2 hours 40 minutes/week) during the 12 teaching weeks of term.  
                       • Prepare and submit innovative proposals for Experiential Learning Opportunities (ELOs) in accordance with guidance from the BISC Experiential Learning Office. Develop ELOs once approved.  
                       • Lead ELOs; teach actively on them; incorporate them fully into class assessments; provide feedback to the EL Office as required.  
                       • Hold regular office hours for students (1.5 hours/week).  
                       • Submit student attendance records to the BISC Administration Office each week for UK Visas & Immigration and student welfare purposes.  
                       • Prepare and grade course assessments; upload to VL platform.  
                       • Invigilate, mark and submit results for an exam for the IDIS 305 *British Studies II* course in accordance with Queen’s University requirements. |
| **Supplementary duties** | • Submit teaching availability and exam requirements when requested, for timetabling purposes.  
                          • Provide a compelling description of the course for promotion (on the BISC website as well as elsewhere) when requested, in advance of the start of the course.  
                          • Attend Opening and Closing Ceremonies for each term.  
                          • Attend faculty meetings.  
                          • Wherever practical, take part in Faculty Professional Development workshops.  
                          • If appropriate, identify visiting speakers for consideration.  
                          • Wherever practical, take part in the social/community life of the BISC.  
                          • If requested and if practical, carry out committee or service work, for additional remuneration. |
| **Key results/objectives** | • To provide effective instruction and academic support for students, enabling them to achieve to the best of their ability. |
| **Reporting to**      | The Academic Director |

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[Logo: Bader International Study Centre, Campus at Herstmonceux Castle]
# JOB DESCRIPTION AND PERSON SPECIFICATION

## Person Specification

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>Post graduate degree in Cultural Studies/History relevant to <em>British Studies II.</em></td>
<td>Membership of a relevant professional organisation.</td>
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| Skills/competencies | • Ability to communicate subject matter clearly and engagingly.  
• Excellent interpersonal, oral and written communication skills.  
• Knowledge of Microsoft Word and any programmes specific to the subject of Cultural Studies. | • Proven ability to manage time and work to strict deadlines.  
• Knowledge of Microsoft PowerPoint, Excel, Publisher.  
• Knowledge of OnQ or similar VL platform. |
| Knowledge and experience | • Excellent subject knowledge.  
• Demonstrable experience of teaching and assessing undergraduate students. | Experience of teaching international students. |
| Special attributes | Flexibility in working hours. (Lectures may take place in the evening and ELOs will likely take place on Fridays and at weekends.) | |
| Personal qualities | • Commitment to high quality teaching and creating a fully inclusive, positive learning environment.  
• Ability to collaborate with faculty from a wide variety of disciplines.  
• Ability to work as member of very small faculty team in Cultural Studies/History within the BISC Academic Department. | Interest in taking part in the academic community at the BISC. |
| Other | • Eligibility to work in the UK.  
• Satisfactory references.  
• Successful completion of an enhanced DBS check.  
• Own transport, or use of public transport and taxi, to travel to and from work. | |