

**It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.**

**Job description for the post of:**

**Lecturer or Senior Lecturer in English Literature  
EHT0980-0216**

**Reporting to** Head of English, History & Creative Writing

**Accountable to** Dean of Faculty of Arts & Sciences

The Department of English, History & Creative Writing is home to a well-established BA English Literature programme, in which students gain a solid grounding in all major areas of the subject, and have ample opportunity to specialise. English Literature is taught as a Single Hons subject, as part of a combined 'English' degree with a language component, and also in a range of flexible combinations with other subjects such as Creative Writing, Drama, Film Studies, and History. The Department also has MA and MRes. programmes in literary and cultural studies, and a growing community of PhD students. All curricula are informed by active research, and English Literature staff have strong reputations and publication profiles. The Department is committed to the employability and personal development of its students.

**The Post**

This new post reflects the consistently strong recruitment to English and English Literature programmes at Edge Hill University.

A new Lecturer or Senior Lecturer is required, with an established specialism in Modernism and/or twentieth-century literature and/or contemporary literature in English. An additional secondary specialism in American literature and/or comparative literatures in English would also be welcome. The successful candidate will be expected to contribute to BA teaching, playing a significant role in the delivery of modules on the English Literature curriculum; there will also be opportunities to contribute to postgraduate research supervision. Candidates should be committed to student success and innovation in Learning, Teaching and Assessment, and be reflective practitioners of HE teaching.

The successful candidate will deliver English Literature modules at degree level, have the potential to produce published work suitable for submission to the Research Excellence Framework (candidates appointed at Senior Lecturer level will be expected to make an excellent personal submission to the Research Excellence Framework), and play an active role within the collaborative research and enterprise culture of the Faculty.

## **Duties and responsibilities**

The duties and responsibilities of this post are as follows. The post-holder will be expected to carry out the following as and when required.

### **Corporate Responsibilities**

The post-holder will:

- a) Participate in Edge Hill University's decision-making process
- b) Contribute to and serve as appropriate on internal committees, working and advisory groups
- c) Contribute to the fulfilment of Edge Hill University's Mission Statement and Strategic Plan by implementing agreed Edge Hill policy
- d) Encourage and promote the generation of income including the provision of research and consultancy
- e) Promote and implement the University's equal opportunities policies

### **Specific duties and responsibilities**

#### **Grade 8**

The post-holder will be expected as and when required to:

- a) Contribute effectively to the subject area in a chosen area of research and/or scholarly development with support and assistance from colleagues as required
- b) Contribute effectively to the design and planning of the curriculum including preparation of own teaching and learning materials and course documentation
- c) Effectively oversee the welfare, progress, examination and assessment of the students as designated by the Head of Department
- d) Promote the work of the University and participate in the recruitment, selection and induction of students
- e) Provide support to individual students and groups of student in accordance with Edge Hill procedures, referring students to further support services as appropriate
- f) Contribute to the curriculum development of the department's academic programmes
- g) Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute
- h) Contribute effectively towards the development of the English Literature subject area, within an established programme of study

- i) Organise and administer tasks in an efficient and effective manner
- j) Use teaching and learning strategies, which encourage student involvement and advance their independent learning
- k) Develop and maintain links with cognate disciplines within the Faculty, University, Industry and the Community
- l) Carry out any other duties associated with the department, to be included by Head of Department

### **Grade 9**

The post-holder will be expected as and when required to:

- a) Contribute effectively to the subject area in a chosen area of research and / or scholarly development
- b) Contribute effectively to the design and planning of the curriculum including preparation of course documentation as required
- c) Effectively oversee the welfare, progress, examination and assessment of students as designated by the Head of Department
- d) Promote the work of the Institution and participate in the recruitment, selection and induction of students
- e) Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a group of students
- f) Assist in the curriculum development of the department's academic programmes
- g) Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute
- h) Contribute effectively towards the development of the English Literature subject area, including taking lead responsibility for nominated projects
- i) Organise and administer tasks in an efficient and effective manner
- j) Use teaching and learning strategies, which encourage student involvement and advance their independent learning
- k) Develop and maintain links with cognate disciplines within the Faculty, institution, industry and the community
- l) Carry out any other duties associated with the department, to be included by Head of Department

## **Grade 10**

The post-holder will be expected as and when required to:

- a) Accept responsibility for the overall development and effective and efficient operation of high quality academic programmes in the subject area concerned in the context of the Institution's agreed objectives and strategic plan. This may include:
  - a. leading at department level in areas of academic expertise
  - b. ensuring that staff contributing to programmes are fully prepared for the effective performance of their duties
  - c. effectively co-ordinating the team of staff who contribute to programmes in order to maximise their individual and collective contributions
  - d. managing and administering the effective delivery of courses
  - e. developing, as required, appropriate documentation in accordance with the Institution's guidelines to support the processes of Edge Hill's quality assurance (including materials relating to course approval, enhancement process, review and evaluation)
  - f. taking responsibility for overseeing the welfare, progression, examination and assessment of students and drawing to the attention of the Head of Department any issues as appropriate
  - g. on behalf of the Head of Department taking responsibility for the effective academic participating in and developing external networks to further the development and reputation of the University
- b) Contribute effectively to the subject, in a chosen area of research and/or scholarly development.
- c) Contribute effectively to the design and planning of the curriculum including preparation of course documentation as required.
- d) Effectively oversee the welfare, progress, examination and assessment of the students as designated by the Head of Department.
- e) Promote the work of the University and participate in the recruitment, selection and induction of students.
- f) Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a group of students.
- g) Assist in the curriculum development of the department's academic programmes.
- h) Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute.

- i) Contribute effectively towards the development of the English Literature subject, including taking lead responsibility for nominated projects.
- j) Organise and administer tasks in an efficient and effective manner.
- k) Use teaching and learning strategies, which encourage student involvement and advance their independent learning.
- l) Develop and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community.
- m) Carry out any other duties associated with the area to be included by Head of Department.

**In addition to the above all Edge Hill University staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate training and development as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

**Salary:** Grade 8, Points 31 – 35  
£32,600 - £36,672 per annum

Grade 9, Points 36 – 40  
£37,768 - £42,488 per annum

Grade 10, points 41 – 45  
£43,758 - £49,230 per annum

**Hours:** Full Time

**Candidates should note that they will be shortlisted based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.**

## PERSON SPECIFICATION

### Lecturer in English Literature EHT0980-0216

(Grade 8)

**CRITERIA** Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
<b>Qualifications</b>			
1	A good relevant Honours degree	*	
2	PhD: either already awarded, or satisfactory progress towards completion	*	
<b>Experience and Knowledge</b>			
3	Successful teaching experience in Higher Education or other evidence of the ability to be an effective teacher at this level	*	
4	A developing profile of publications, with the potential to be submitted to the Research Excellence Framework	*	
5	Expertise in Modernism and/or twentieth-century literature and/or contemporary literature in English	*	
6	Additional expertise in American literature and/or comparative literatures in English		*
<b>Teaching, Learning and Assessment</b>			
7	An effective communications style and interpersonal skills	*	
8	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment	*	
9	Ability to use Information and Communication Technology (ICT) to support teaching and learning	*	
10	Ability to contribute to the assurance of academic quality and standards	*	
11	Ability to support the diverse academic and personal needs of individual students	*	
<b>Scholarly activity and Research</b>			
12	Ability to engage in academic and professional networking through active membership of associations, societies and professional bodies	*	
13	Commitment to engage in advanced professional practice, scholarship, and research	*	

		<b>Essential</b>	<b>Desirable</b>
<b>Management and Administration</b>			
14	Ability to work effectively as a team member	*	
15	Ability to support the general development of the department, the faculty and the institution	*	
16	Ability to contribute to teaching-related administration, including admissions and student support	*	
<b>Personal and Professional Development</b>			
17	Ability to reflect on own skills and knowledge, and to seek opportunities to develop	*	

## PERSON SPECIFICATION

### Senior Lecturer in English Literature EHT0980-0216

(Grade 9)

**CRITERIA** Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
<b>Qualifications</b>			
1	A good relevant Honours degree	*	
2	PhD	*	
<b>Experience and Knowledge</b>			
3	Successful teaching experience in Higher Education	*	
4	A strong profile of publications, suitable to be submitted to the Research Excellence Framework	*	
5	Expertise in Modernism and/or twentieth-century literature and/or contemporary literature in English	*	
6	Additional expertise in American literature and/or comparative literatures in English		*
<b>Teaching, Learning and Assessment</b>			
7	An effective communications style and interpersonal skills	*	
8	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment	*	
9	Ability to use Information and Communication Technology (ICT) to support teaching and learning	*	
10	Ability to contribute to the assurance of academic quality and standards	*	
11	Ability to support the diverse academic and personal needs of individual students	*	
12	Ability to teach and assess English Literature to degree level, including general and foundational modules and subject-specific study skills	*	
<b>Scholarly activity and Research</b>			
13	Ability to engage in academic and professional networking through active membership of associations, societies and professional bodies	*	
14	Commitment to engage in advanced professional practice, scholarship and research	*	



		<b>Essential</b>	<b>Desirable</b>
<b>Management and Administration</b>			
15	Ability to work effectively as a team member	*	
16	Ability to support the general development of the department, the faculty and the institution	*	
17	Ability to make a major contribution to teaching-related administration, including admissions and student support	*	
<b>Personal and Professional Development</b>			
18	Ability to reflect on own skills and knowledge, and to seek opportunities to develop	*	

## PERSON SPECIFICATION

### Senior Lecturer in English Literature EHT0980-0216

(Grade 10)

**CRITERIA** Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
<b>Qualifications</b>			
1	A good relevant Honours degree	*	
2	PhD	*	
<b>Experience and Knowledge</b>			
3	Extensive successful teaching experience in Higher Education	*	
4	Record of pro-active involvement with curriculum design and L&T strategies	*	
5	An outstanding profile of published research, suitable to be submitted to the Research Excellence Framework	*	
6	Expertise in Modernism and/or twentieth-century literature and/or contemporary literature in English	*	
7	Additional expertise in American literature and/or comparative literatures in English		*
<b>Teaching, Learning and Assessment</b>			
8	An effective communications style and excellent interpersonal skills	*	
9	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment	*	
10	Ability to use Information and Communication Technology (ICT) to support teaching and learning	*	
11	Ability to lead academic quality and standards activities in the English Literature subject area	*	
12	Ability to support the diverse academic and personal needs of individual students	*	
13	Ability to teach and assess English Literature to degree level, including general and foundational modules and subject-specific study skills	*	
<b>Scholarly activity and Research</b>			
14	Ability to engage in academic and professional networking through active membership of associations, societies and professional bodies	*	

		<b>Essential</b>	<b>Desirable</b>
15	Commitment to engage in advanced professional practice, scholarship and research	*	
<b>Management and Administration</b>			
16	Ability to work effectively as a team member	*	
17	Ability to support the general development of the department, the faculty and the institution	*	
18	Ability to make a leading contribution to departmental and programme administration	*	
<b>Personal and Professional Development</b>			
19	Ability to reflect on own skills and knowledge, and to seek opportunities to develop	*	