



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Coordinating Language Teacher (Spanish)

**Department/Division:** Language Centre

**Accountable to:** Language Coordinator (Spanish)

### Job Summary

This position involves teaching across the range of Spanish provision (Degree and/or Non-degree courses); coordinating (or co-coordinating) the taught courses; developing the taught courses (materials, assessment and pedagogies) and contributing to the management of the Spanish section.

### Duties and Responsibilities

#### Contribution to the Management of the Spanish section:

- Assume responsibility for the coordination (or co-coordination) of the courses assigned by the Language Coordinator.
- When relevant, liaise with other members of the section regarding the taught courses or any other relevant area.
- Contribute to the design and development of taught courses (materials, assessment, and pedagogies).
- Contribute to language diagnostic testing and student placement.
- Contribute to organising and, when relevant attend, activities (student trips, activities outside campus, etc.) for students of the taught courses.

#### Teaching and Training:

- Assume responsibility for the teaching of the courses assigned by the Language Coordinator.
- Teaching an annual maximum of 384 hours across the range of Spanish courses, including but not restricted to the following:
  - Teaching both day and/or evening courses
  - Teaching Degree and/or Non-degree courses
- Teaching includes the following:
  - Lesson preparation and delivery face to face and/or online
  - Administrative duties; including e-mails, keeping VLE pages up to date and following the quality assurance procedures and regulations of the courses.
  - Student and course report writing.
  - Work record and student attendance record completion.
  - Course related marking and assessment (formative and summative assessments)



#### **Communication:**

- Dealing with queries regarding the taught courses or any other relevant queries related to the job.
- Writing end-of-term reports on students' performance, and letters of reference for students.
- When relevant, communicate with colleagues in the Spanish section, the Language Centre, other areas at LSE or outside LSE.

#### **Teamwork and Motivation:**

- Showing a flexible and co-operative approach towards teamwork.
- When relevant, collaborate with other colleagues in the Spanish section, the Language Centre, other areas at LSE or outside LSE.

#### **Liaison and Networking**

- Attendance at Language Centre meetings.
- Standard day-to-day liaison with the Spanish section, the Language Centre, other areas at LSE or outside LSE using existing procedures.
- When appropriate, attend events in the subject area, and disseminate information to other members of the Spanish section and/or Language Centre.

#### **Service Delivery:**

- Provide information about the types of courses on offer and assess the eligibility of students for these courses through application assessment and interviews.
- Respond to the requests of LSE Open Day programmes and departmental inductions.
- When appropriate, contribute to organising, and when relevant attend, activities for students of the taught courses.
- When appropriate, contribute to organise activities in the subject area.

#### **Planning and Organising Resources**

- Assume responsibility for the day to day running of the courses assigned by the Language Coordinator.
- Design programmes, and write original and relevant materials for the taught courses (sociocultural units, assessment, projects, etc.)
- Organize and keep the VLE courses up to date.

#### **Pastoral Care and Welfare:**

- Offer student support in terms of pastoral care for students involved in taught courses.
- Maintain up to date knowledge of pastoral care and welfare for students at LSE.

#### **Knowledge and Experience:**

- Maintain up to date knowledge and experience in their own subject area
- Maintain up to date knowledge of latest developments in technologies in their own subject area.
- Maintain up to date knowledge to perform the administrative work and IT skills associated to the post.

#### **Flexibility**



To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.