

**THE UNIVERSITY OF NOTTINGHAM MALAYSIA CAMPUS
SCHOOL OF MODERN LANGUAGES AND CULTURES**

Job Title: Assistant Professor/Teacher of Spanish
Hours of work: Typically 15-18 hours teaching per week
Salary: Competitive local Malaysian salary, depending on qualifications and experience.
Location: University of Nottingham Malaysia Campus, Semenyih
Responsible to: Director of Studies

Job outline:

Typically 18 hours weekly teaching spread across a range of language modules (from beginners' level to post A2), teaching hours from 9am to 6.15pm. Responsible for organisation/convening modules and routine School and Faculty administrative duties.

Main duties and responsibilities:

- Teaching up to 18 hours from beginners to post A2 depending on demand
- Development/updating of programmes and production/revision of module information and dossiers of study materials.
- Production of written, oral and listening examinations and continuous assessment materials and mark schemes.
- Production of oral examination schedules
- Preparation and marking of resit examination papers.
- Production of self-study support programme / materials, i.e. grammar, reading, listening, writing, integrated skills, including e-learning materials.
- Marking and second-marking oral, written and listening examinations for all teaching groups.
- Liaison with University of Nottingham language tutors at other campuses in UK and China, and with other language tutors at UNMC where necessary.
- Registration of new students / dealing with student enquiries / advising on courses.
- Attendance at departmental, module information and exam board meetings.
- Any other duties that arise with respect to the efficient running of the School.

Person Specification:

	Essential	Desirable
Qualifications/Education	Degree in Spanish or equivalent qualification Native or near native command of Spanish PGCE or equivalent	Language Teaching qualification. Research within the target language and culture.

	qualification in language teaching	
Skills/Training	Competent user of IT for teaching, administration and material development	Use of digital language laboratories Use of a virtual learning environment such as WebCT, Blackboard, Moodle
Experience	Experience of teaching Spanish in Higher Education Experience in producing and implementing schemes of work ranging from beginners level to post A2 in Spanish Experience in designing examinations from beginners level to post A2 in Spanish.	
Personal Attributes	Good communicator Able to establish a good rapport with students Adaptable and willing to work as a team member in order to comply with departmental objectives Good time management and organisational skills Able to take initiative	
Other	Commitment to continued personal development	

This post is available from 1st January 2011.

Informal enquiries may be addressed to sean.matthews@nottingham.edu.my. Please note that applications sent directly to this email address will not be accepted.

Applications must be sent direct to Lizda.Rahman@nottingham.edu.my

Please quote ref. UNMC/SMLC/S **Closing date: 15 December 2010**