



Job title	Teaching Associate (French) Fixed term: 01/09/2026 to 30/06/2027 Part-time: Semester 1 (21/09/26 to 22/01/27) – 7.25 hrs per week (0.2 FTE) Semester 2 (23/01/27 to 30/06/27) – 14.5 hrs per week (0.4 FTE)	Job family and level	Research and Teaching Level 4
School/ Department	Department of Modern Languages and Cultures	Location	University Park Campus

Purpose of role

Teaching on French language modules and associated administrative duties in the Language Centre section of the Department of Modern Languages and Cultures (MLC).

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Teaching - Teaching French language modules. - Production of module information documents and study materials to support learning both in and out of the classroom.	90%
2	Assessment - Production of written, oral, listening examinations and continuous assessment materials for French language modules. - Marking and second marking of oral, written and listening examinations for all teaching groups.	5%
3	Other - Deal with student enquiries. - Attendance at departmental meetings. - Any other duties, appropriate to the grade and role as directed by the Director of the Language Centre.	5%

Person specification

	Essential	Desirable
Skills	▪ Ability to deliver communicative language teaching to multicultural and multilingual groups. ▪ Competent user of IT for teaching, administration and material development. ▪ Use of a virtual learning environment such as Moodle. ▪ Ability to creatively apply relevant approaches to teaching and learning support. ▪ Ability to assess and organise resource requirements and deploy effectively. ▪ Excellent oral and written communication skills in both French and English including the ability to communicate with clarity on complex information. ▪ Ability to build relationships and collaborate with others, both internally and externally. ▪ Ability to engage and retain the interest and enthusiasm of students and inspire them to learn. ▪ Excellent time management and organisational skills.	▪ Ability creatively to apply relevant approaches, models, techniques and methods, and to develop new ones under some supervision. ▪ Understanding of relevant University and academic unit procedures and the ability to manage own area accordingly
Knowledge and experience	▪ Previous experience of teaching language modules at University level. ▪ Experience in designing syllabi and examinations for post A-Level French language modules. ▪ Experience in convening modules. ▪ Experience in using e-learning tools for pedagogical development.	
Qualifications, certification and training (relevant to role)	▪ PhD or equivalent (or thesis pending) in French or, other relevant subject area or the equivalent in professional qualifications and experience. ▪ Native command of target language. ▪ PGCE, PGCHE or equivalent teaching qualification.	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
Taking ownership	Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
Forward thinking	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
Professional pride	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
Always inclusive	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others



