Language Teaching Officer in Persian
Faculty of Asian and Middle Eastern Studies

March 2018
Job Reference: GU15065
We are seeking a specialist in the teaching of Persian language and culture to join the Department of Middle Eastern Studies in the Faculty of Asian and Middle Eastern Studies.

You will contribute to the development of the teaching of Persian language and culture at Cambridge, and deliver language teaching of the highest standard at all levels from beginner to advanced. You will participate actively in the planning and development of language teaching in the Department and the Faculty, and in assessments and examinations at all levels.

You will be committed to outreach and widening participation and have excellent communicative skills. You will be willing to participate in course administration and development and to attend meetings when required. Ideally you will already be familiar with multimedia teaching and learning materials, CALL, and Virtual Learning Environments.

You will have a proven commitment to language pedagogy and be prepared to take on leadership and organisational roles in the Department and the Faculty.

You will be mentored and supported in developing your career, and you will take responsibility for your own professional development by

- maintaining up to date knowledge of language teaching;
- attending and offering papers at conferences;
- keeping abreast of the latest developments in language teaching research;
- contributing to the development of teaching and learning strategies;
- contributing to the production of on- and off-line learning aids; and
- reflecting on practice and the development of own teaching and learning skills.

The main duties and responsibilities of the role are:

**Course/ Module leadership**

- Responsibility for curriculum design for a programme of teaching (across multiple sessions/ workshops) that may include grammar work, practice drills, translation, composition, audiovisual and text work.
- Identify areas where current provision is in need of revision or improvement.
- Ensure that the course design and delivery comply with the quality standards and regulations of the university and department.
- Identify opportunities for strategic development of new courses or appropriate area of activity.

**Teaching**

To deliver teaching in the relevant language for all parts of Tripos. Duties may also include teaching graduate and all comers’ courses (as required).

- Prepare teaching and learning materials.
- Deliver sessions that may include (where relevant) written and spoken forms of language, grammar work, practice drills, translation, composition, audiovisual and text work.
- Teach in a variety of settings and group sizes.
- Transfer knowledge in the form of practical skills, methods and techniques.
- Identify learning needs of students and define appropriate learning objectives.
- Use initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities.
- Use innovative and appropriate teaching techniques and materials which create interest, understanding and enthusiasm amongst students.
- Transfer topic-based cultural knowledge associated with language learning as required.
- Where appropriate relate written texts to wider issues of literary production and culture and film.
The role

Assessment and Examining
To provide continuous and summative assessment and feedback through the relevant language through:
- Setting and marking examination papers for all parts of the Tripos (in all forms of the language(s)) (If Required)
- Examining of year abroad projects (where relevant)
- Conducting oral examinations (where relevant)
- Supervise the work of students, provide advice on study skills and help them with learning problems
- Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students

Course Development and Resources
To develop language teaching materials including paper and IT-based materials, and audio-visual materials where relevant.
- Contribute towards identifying the areas/courses where there is a need to develop new material
- Production of materials following an agreed programme
- VLE content creation and management

Administration
To participate in course administration, including:
- Serve as member of Faculty board/Management board or other body which administers language teaching programmes
- Manage fully the year abroad administration (where relevant)
- Running of a shadowing scheme and training for graduates and new teachers,
- Attending departmental meetings (where relevant),
- Responsibility for course/programme, paper and VLE administration
- Membership of working group as appropriate

Student Recruitment and Admissions
To contribute to the admissions process, the selection of candidates for admission and contribute to outreach activities, as required
- Involvement in admissions interviews, as required
- Involvement in the devising of admissions/diagnostic tests, as required
- Take part in open days and other events related to admissions, as required
- Deliver and help with the co-ordination of outreach sessions, as required

Management Responsibilities
- This role will be responsible, for training and mentoring graduate students and/or college supervisors and/or hourly paid Language Teaching staff as well as new staff induction and mentoring
# Person specification

## Education

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Hold a post graduate degree in Persian language and/or linguistics</td>
<td>✓</td>
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<td>Either a recognised qualification in teaching Persian as a foreign language or engagement in professional development in language teaching</td>
<td>✓</td>
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## Specialist Knowledge and Skills

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<td>A native-level command of Persian and native/near-native command of English and detailed knowledge of the grammar of both</td>
<td>✓</td>
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<td>The ability to communicate new ideas and concepts effectively, in both written and verbal form</td>
<td>✓</td>
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<td>The ability to work independently and in a team</td>
<td>✓</td>
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<td>A proven commitment to outreach and widening participation</td>
<td>✓</td>
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<td>Competent user of IT and multimedia classroom equipment</td>
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## Relevant Experience

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<tr>
<td>Experience of teaching Persian language at all levels from beginner to advanced in a Higher Education context</td>
<td>✓</td>
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<td>Experience of designing assessment tools and procedures</td>
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<td>Experience of curriculum development</td>
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<td>Excellent interpersonal and cross-cultural communication skills</td>
<td>✓</td>
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<td>Experience of technology enhanced language teaching</td>
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<td>Experience of developing multimedia teaching/learning materials</td>
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<td>Experience of working with a Virtual Learning Environment</td>
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<td>Experience of teaching culture and society-related topics in Persian</td>
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<td>A publishing record in the area of language pedagogy</td>
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<td>A record of attendance at relevant conferences</td>
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<td>Experience of applying for and running externally funded projects</td>
<td>✓</td>
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The Department of Middle Eastern Studies offers teaching in Arabic, Persian, Hebrew. Students may combine one of these languages with Hindi (Year 1 and 4) or Sanskrit (Year 4) The Department currently includes the following posts in the field of Middle Eastern History and culture. The His Majesty the Sultan Qaboos bin Sa'id Professorship of Modern Arabic Studies, a Professorship in the History and Culture of the Maghrib, a Readership in Classical Arabic Studies, and a Lecturer in Middle Eastern Anthropology. History and culture courses may be taken by all students in the Department regardless of their language choices. In the field of Persian from September there will be the Soudavar Senior Lecturer in Persian Literature and a Lecturer in the Eastern Islamic World and Persian-speaking Lands. The Department also has postholders in modern Arabic literature, modern Hebrew literature, medieval and biblical Hebrew and a Regius Professor of Hebrew who specialises in Semitic Linguistics. In addition, the Department has a number of post-doctoral fellows including one specialising in the Persianate world with a focus on north India. In the wider university, there is a Lecturer in Modern Middle Eastern History and a Lecturer in Ottoman Studies in the History Faculty with whom the Department has good links, as well as connections to the Islamic Studies team in Divinity and Middle Eastern specialists in Anthropology and Political Science.

During the first year, Part IA, students engage in intensive language learning and take 1 or 2 papers introducing them to the pre-modern and modern Middle East respectively. In their second year, Part IB, students take 1 core paper in their chosen language(s) and choose from a selection of other papers in the literature, history and anthropology of the region.

During their Year Abroad they enhance their spoken language skills and commence research for their final year dissertation. In their final year, Part II, students take 1 core paper in their chosen language(s) and then select from a range of more thematic papers informed by the research specialisms of academic staff.

The Department also admits some 5 to 10 graduates students each year for study on its MPhil and PhD programmes and envisages expansion in this area. It is part of the Department’s strategic plan to consolidate its research clusters in Persian Studies and Middle Eastern history.

Further information on the Department is available on the Department’s website: http://www.ames.cam.ac.uk/undergraduate/middle-east and http://www.ames.cam.ac.uk/postgraduate/mes.

You are welcome to contact Dr Christine van Ruymbeke, Soudavar Senior Lecturer in Persian Literature Email: cv223@cam.ac.uk
The School of Arts and Humanities is one of six schools in the University and it is currently comprised of:

- Faculty of Asian and Middle Eastern Studies
- Faculty of Architecture and History of Art
- Faculty of Classics
- Faculty of Divinity
- Faculty of English
- Faculty of Music
- Faculty of Philosophy
- Centre for Research into the Arts, Social Sciences and Humanities
- University of Cambridge Language Centre
- Leverhulme Centre for the Future of Intelligence

Combined, these institutions have a total annual budget in excess of £35 million, 650 staff and 3,500 students.

The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

Vision

Our vision is to preserve the excellence of the School of Arts and Humanities in research, and undergraduate and graduate teaching and supervision, while enhancing our capacity to undertake world-leading and life-changing innovative, interdisciplinary research and teaching.

Strategic Objectives

1. To uphold the Cambridge tradition of undertaking research and teaching across a wide breadth and diversity of Arts and Humanities disciplines to the highest possible standard.
2. Relevant, problem-solving interdisciplinary work must be grounded in disciplinary excellence.
3. Enhance our research excellence across the disciplinary spectrum, underpinned by effective support.
4. Expand capacity in our academic disciplines in a way that is modest, selective and designed imaginatively to build incentives for innovative and cross-disciplinary work.
5. Improve the efficiency of our governance structures by streamlining and optimising operations and procedures.
Terms of appointment

Tenure and probation
Appointment will be made on a fixed-term basis. Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

Pension
You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme). If you are already a member of the NHS Pension scheme, you may be eligible to continue in the scheme and should contact the Pensions section of the University.

For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave
Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days for those working full time), plus public holidays.

General information
Pre-employment checks

Right to work in the UK
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration
Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications
The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References
Offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks
This role requires a basic disclosure/standard Disclosure and Barring Service (DBS) Check/an enhanced Disclosure and Barring Service (DBS) check/a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.

Information if you have a disability
The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at http://www.admin.cam.ac.uk/offices/hr/staff/disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk

Terms of appointment
University of Cambridge
www.cam.ac.uk
The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world’s leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people. Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.
About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country’s highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support.

The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University’s estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Persiyan’s Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University’s make-up.

Our ideas and innovations have shaped the world. Our campaign, 'Dear World... Yours, Cambridge', will raise £2 billion to help us shape all our futures.
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 11,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels. Furthermore, the University’s Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women. We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment. The University has signed up to the Race Equality Charter, a notional framework for improving the representation, progression and success of minority ethnic staff and students within higher education.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away.

The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes.

Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Further information about attractions in and around Cambridge can be found at Visit Cambridge, the official tourism website for the city.
What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work. The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

CAMbens employee benefits
We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

Family-friendly policies
The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees’ work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

In addition, our Ofsted rated ‘outstanding’ workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people.

Your wellbeing
The University’s Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.
What Cambridge can offer

Pay and benefits
The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Relocating to Cambridge
The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme provides financial assistance to qualifying new members of staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

Equality & diversity
The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: http://www.equality.admin.cam.ac.uk/

Development opportunities
We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University’s values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

Whether it is understanding the molecular basis of neurodegenerative diseases, or helping farmers in India increase their yield, or discovering better ways to live in large cities – I know that what we do in Cambridge affects lives, and livelihoods, the world over.

Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016
How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Informal enquiries are welcomed and should be directed to:

Dr Christine van Ruymbeke

Email: cv223@cam.ac.uk

If you have any queries regarding the application process please contact Ms Susie Nightingale, Deputy Administrator at smw64@cam.ac.uk).