

Somerville College

University of Oxford

www.some.ox.ac.uk



Stipendiary Lecturership in French at Somerville College

Somerville College proposes to appoint a 12-hour Stipendiary Lecturer in French for the 2021-22 academic year to support the College's needs whilst Dr Simon Kemp, the College's Tutorial Fellow in French, is on leave. This is a fixed term contract based at Somerville College. The lecturer will be required to give on average twelve (weighted) hours per week of tutorials for Somerville College during the eight-week term and be available during both term and for some periods of the students' vacations to offer organizational, pastoral and admissions support.

Somerville College is one of the thirty-eight constituent colleges of the University of Oxford. It was founded (as Somerville Hall) in 1879 to provide an opportunity for women, who at that date were excluded from membership of the University, to gain higher education at Oxford. The founders' insistence that students should not be subjected to religious tests or obligations marked Somerville off from its Anglican counterpart, Lady Margaret Hall, and set the tone of cultural diversity which has characterized the College to this day. Somerville first admitted male Fellows in 1993 and male undergraduates in 1994. At present there are 42 members of Governing Body, and *circa* 400 undergraduates and 160 graduates, with roughly equal numbers of women and men at each level. Further information about the College is available at www.some.ox.ac.uk

Duties of the Post

- The post holder will be required to teach papers for the Preliminary (first year) course, Paper III 'Short Texts' and Paper IV 'French Narrative Fiction' and for the Final Honour School course, Paper VIII 'Modern Literature (1750 to the present)' and Paper XI 'Modern Prescribed Authors II'. The lecturer will also be required to provide language teaching to students at different stages in the degree programme. Current course descriptions available from the French Sub-Faculty's web site <https://www.mod-langs.ox.ac.uk/french>
- The lecturer will be required to act as personal tutor and organising tutor for some undergraduate Language students and may be asked to act as college adviser to some postgraduate French students.
- The Lecturer will be expected to arrange teaching and to set and mark collections (termly exams held in college).
- The lecturer, together with the ML fellows, will be required to play a significant role in the undergraduate admissions process, and will be required to participate in appropriate admissions training by the beginning of November 2021 if they have not already done so.
- The Lecturer will be a member of the Somerville College Education Committee and will be expected to attend its meetings.
- The lecturer will be expected to help with open days, and support access initiatives of the college.

- This is a full-time academic role of 37.5 hours per week. During term, each week at least 12 hours are dedicated to teaching, marking and preparation etc. Outside of term duties may vary to include course preparation, support for vacation courses and other College duties to support Modern Languages at Somerville

Selection criteria

1. The ability to provide excellent tutorial and small group teaching in French. Applicant should demonstrate an understanding of the needs of high achieving undergraduates and a commitment to fostering high academic achievement.
2. The ability and willingness to undertake College administration and the willingness to participate in College business more generally. Applicants should demonstrate sympathy for the nature and aims of the College and willingness to engage in collegiate life, and in particular the College's access programme.
3. Very good communication skills and sensitivity to deal effectively with any pastoral matters that may arise.
4. Excellent organisational skills, including personal initiative.
5. A high level of academic achievement, commensurate with the candidate's career stage. The successful candidate should have a Doctorate or will have submitted a doctoral thesis by 1st October 2021 and must have proven teaching experience in the subject range to be covered.
6. Enthusiasm for involvement with the wider life of the college and the potential to contribute to the intellectual communities.

Pay and benefits

- The starting salary will be £28,331, point 2 on the pay scale for Stipendiary Lecturers, currently ranging from £27,511 to £30,942, subject to revision in line with national adjustments to University teachers' salaries.
- Stipendiary Lecturers are eligible for membership of the Universities Superannuation Scheme (USS) pension scheme and would be eligible for a subsidised place in an on-site Nursery run by the College, subject to availability.
- The post holder will have use of a shared teaching room and will be entitled to two meals in College a week during term, free of charge. In addition to these meals, as a personal tutor, the postholder will be entitled to take lunch in College free of charge on any weekday during term time and will receive £100 entertainment allowance annually. Workspace in College will be offered if available.
- The post holder will be able to apply for support for research expenses from the Catherine Hughes Fund.
- Full membership of the Senior Common Room

Application Procedure

Informal enquiries about this post may be directed in the first instance to the Senior Tutor, Steve Rayner, via academic.office@some.ox.ac.uk.

Please submit your application by email to academic.office@some.ox.ac.uk stating vacancy reference number **900433** in the subject line. Your application should reach us by the closing date of **12 noon on Monday 19th July 2021** and should comprise:

- a) A completed cover sheet (available at the end of this document or as a separate download from www.some.ox.ac.uk/jobs)
- b) A covering letter, highlighting your suitability and motivation for the post and stating clearly which subjects you propose to teach for the College.
- c) A *curriculum vitae* with details of qualifications, experience, current research interests and publications
- d) Two academic references. Candidates should ask their referees to write to the Tutorial & Graduate Officer at Somerville College under confidential heading by **12 noon on Monday 19th July 2021**, and should supply each referee with a copy of these further particulars. References may be sent by email to academic.office@some.ox.ac.uk or by hard copy to Somerville College.

The College wishes to take this opportunity to thank in advance those referees who write on behalf of applicants. Please note that it is the responsibility of the applicant to ensure that references are submitted promptly, as referees will not be approached by the College.

- e) Please download, complete and return SEPARATELY an equal opportunities recruitment monitoring form, which will assist us with monitoring equal opportunities in recruitment. This can be emailed to human.resources@some.ox.ac.uk or sent in hard copy to:

Equal Opportunities Monitoring Assistant
Human Resources Department
Somerville College. Woodstock Road
Oxford OX2 6HD

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Interview date: Interviews will be held on the afternoon of **Wednesday 11th August via Teams**

Acknowledgement of applications

All applicants will be sent confirmation by email that their application has been received. This will be sent to the email address provided in the application unless specified otherwise by the applicant. We will communicate with applicants by email regarding the status and outcome of their application. Please state clearly in your application if email communication is not a convenient method of communicating with you.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within

employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

2. Documentary proof of right to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.