

Somerville College

University of Oxford

www.some.ox.ac.uk



Stipendiary Lecturership in French Language at Somerville College

Somerville College proposes to appoint a 12-hour Stipendiary Lecturer in French for the 2021-22 academic year, starting on 1 October 2021 or as soon as possible thereafter. This is a full-time, fixed-term post tenable for one-year subject to funding and continuing need. The post is designed to fulfil the teaching of French in College, including collaborating on the planning of the French course and to support access and outreach initiatives. The lecturer will be responsible, in collaboration with the Tutorial Fellow in French for the teaching of conversation classes, listening comprehension classes, translation into English, grammar and comparative stylistics. They will also participate in the annual admissions process; undertake pastoral duties, and year abroad preparation.

Somerville College is one of the 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

Main duties

- The post holder will be required to undertake 12 weighted hours* tuition per week during Full Term, including grammar, translation and other written language classes, conversation classes, and formal speaking and listening work in preparation for Final exams, including all associated marking and written feedback.
- They will also be expected to set and mark collections (termly exams held in college), and to assist students in their French language revision.
- The post holder will be expected to submit accurate and timely teaching records each term via the on-line reporting system for tuition, including meaningful and specific written reports on each student taught in time for 8th Week (end of term) report readings, and attend report readings, if requested to do so by the Organizing Tutor.
- They will also be expected to liaise regularly with other members of the Modern Languages team on educational and welfare matters arising among the undergraduate students.
- The lecturer, together with the Tutorial Fellow in French will be required to play a significant role in the undergraduate admissions process, help with open days, and support access initiatives of the college both during and outside of full-term.
- There may be a need for exchange teaching for other colleges within the agreed teaching hours.
- If requested, assist with organising teaching.
- Collaborate with the Tutorial Fellow in French in course design for undergraduate French language teaching, and in regular revisiting of course programmes and materials to ensure the course is up to date.
- If required, provide cover for the Tutorial Fellow during periods of the Fellow's leave, including

possibly acting as personal tutor and attending College committees as appropriate.

- Undertake administrative duties relating to French teaching as requested by the Tutorial Fellow and/or Senior Tutor.

These duties may be amended from time to time depending on the College's teaching needs and the requirements of the subject.

**weighted hours reflect the group size being taught so that 1 hour of tuition time is equivalent to the following:
1 student = 1 hour; 2 students – 1.25 hours; 3-4 students = 1.5 hours; 5 students = 1.75 hours; 6 or more students = 2 hours. E.g. A 1 hour tutorial with 8 students would contribute 2 teaching hours to the 12 hour stint.*

Skills and experience required

1. Fluent written and spoken French, equivalent to native speaker level.
2. An excellent understanding of French grammar and a sensitivity to style and register in French and English.
3. Excellent understanding of the cultural context of at least one French speaking country;
4. The ability to be an effective and inspiring teacher of French in the tutorial context.
5. Demonstrate an understanding of the needs of high achieving undergraduates with the ability to assess the work of high performing students, using up-to-date techniques across a range of media.
6. Have recently spent time (for example, being resident, studying, or extended travelling) in a French-speaking country.
7. A high level of academic achievement, commensurate with the candidate's career stage. The successful candidate should have a minimum of an undergraduate degree in a relevant subject. A relevant postgraduate qualification would be desirable.
8. Very good communication skills and sensitivity to deal effectively with any pastoral matters that may arise.
9. Excellent communication skills with good command of written and spoken English
10. Good organisational, IT and planning skills.
11. Enthusiasm for involvement with the wider life of the college and willingness contribute to access and outreach activities.

Pay and benefits

- The starting salary will be £27,511, point 1 on the pay scale for Stipendiary Lecturers, depending on skills and experience. This is on the Senior Tutors' scale for Stipendiary Lecturers with a current range of £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. 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 recruitment@some.ox.ac.uk stating vacancy reference number 900439 in the subject line. There is no closing date for this post and applications will be considered as they are received. Early application is therefore advised.

- a) A completed cover sheet (available at the end of this document or as a separate download from [www. <https://www.some.ox.ac.uk/about/vacancies>](https://www.some.ox.ac.uk/about/vacancies))
- 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. Please ask your referees to write to the Human Resources Office at Somerville College under confidential heading at the same time/as soon as possible after submission of your application and supply each referee with a copy of these further particulars. References may be sent by email to recruitment@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.

Interviews: candidates will be invited for interview as soon as possible after receipt of their application. Interviews will be held via Microsoft Teams. All communication will be sent by email.

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.