

# Somerville College

University of Oxford

[www.some.ox.ac.uk](http://www.some.ox.ac.uk)



## Early Career Fellowship in Law at Somerville College

Ref 900502

Somerville College proposes to appoint an early career teaching and research post in Law from 1 October 2023 for a period of three years to provide ten weighted hours of undergraduate teaching per week during each of the three eight-week terms<sup>1</sup>, averaged over the year. 'Weighted' hours take account of the group size for each tutorial. A typical two-person tutorial generates 1.25 weighted hours for each hour of contact time so ten weighted hours equates to around 8 contact hours. This is a full-time fixed term career development post aimed at offering an early career academic the opportunity to gain experience in teaching, administration, and research.

This post has been made possible through the generous support of alumni and friends of Somerville College.

Somerville College is one of the thirty-nine 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](http://www.some.ox.ac.uk)

### Duties of the Post

The successful applicant should be able to teach at least two subjects from the compulsory parts of the Oxford University undergraduate law curriculum falling within areas of the College's teaching needs. In light of those needs, applicants are required to be able to teach EITHER Constitutional Law OR A Roman Introduction to Private Law and should specify in their application which of these subjects they propose to teach (applicants are also free to specify that they propose to teach both of these subjects, although this is not a requirement of the post). In addition, applicants should state which other compulsory law undergraduate subjects they propose to teach from amongst the following subjects: Criminal Law, Tort Law, Administrative Law. Applicants should specify clearly on their application which subjects they propose to teach for the College.

- The post holder will be required to undertake ten weighted hours of Law teaching per week, which equates to around 8 contact hours, in tutorials or small classes, averaged over three eight-week terms. The College has an intake of 7-8 undergraduate students each year for Law.
- The post holder will be required to act as personal tutor and organising tutor for some undergraduate law students, and will be asked to act as college adviser to some postgraduate law students.
- The successful applicant, with the support of the College's Tutorial Fellows in Law, will be expected to

<sup>1</sup> Term dates are listed at [www.ox.ac.uk/about\\_the\\_university/university\\_year/dates\\_of\\_term.html](http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html)

take a central role in the organisation and delivery of the College's Law Induction Programme which runs at the beginning of each academic year for incoming undergraduate law students, and to contribute to a programme of student support throughout the academic year to help students who face challenges in doing so to make the transition to University study.

- The post holder, together with the law fellows, will be required to play a significant role in the undergraduate admissions process, help with open days, and support access initiatives of the college. They will be expected to set and mark collections (termly exams held in college), and to help the law fellows with organisational and policy matters regarding law at Somerville.
- There may be a need for exchange teaching for other colleges within the agreed hours of teaching per week. The post holder will be expected to make up any shortfall in teaching stint hours by teaching for Colleges other than Somerville, as agreed with the Law Tutorial Fellows and the Senior Tutor of the College.
- The post holder will be expected to engage in advanced scholarship and research in any aspect of Law or Legal Studies.

Details of the undergraduate syllabus and course structure can be found within the Faculty of Law's web pages at [www.law.ox.ac.uk/admissions/undergraduate/ba-jurisprudence](http://www.law.ox.ac.uk/admissions/undergraduate/ba-jurisprudence)

### **Selection criteria**

1. The ability or potential to be an effective and inspiring teacher of Law in the tutorial context. Proven teaching experience is essential.
2. Demonstrate an understanding of the needs of high achieving undergraduates and a commitment to fostering high academic achievement.
3. A high level of academic achievement, commensurate with the candidate's career stage. The successful candidate should have a Doctorate in Law, or be in the very final stages of a Doctoral Research in Law, or have equivalent qualifications and experience (for example a Master's Degree in Law plus relevant professional experience).
4. Very good communication skills and sensitivity to deal effectively with any pastoral matters that may arise.
5. Good organisational skills.
6. Enthusiasm for involvement with the wider life of the college and the potential to contribute to the intellectual communities.
7. A record of research and scholarship in Law that demonstrates the potential to continue to undertake research at an advanced level.

### **Pay and benefits**

- The salary will be aligned to Point 1 of the University's grade 7 pay scale, currently ranging from £34,308 - £42,155 subject to revision in line with national adjustments to University teachers' salaries. The stipend will be subject to annual review. This is a full-time post inclusive of the 10 hours per week teaching.
- The post holder will be eligible for membership of the Universities Superannuation Scheme (USS) pension scheme and will 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 an office and will be entitled to dine in college free of charge whenever the kitchens are operating. In addition to this, as a personal tutor, the postholder will receive £100 entertainment allowance annually.
- The post holder will be eligible to apply for research expenses of up to £1000 per academic year 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](mailto:academic.office@some.ox.ac.uk).

Please submit your application by email to [academic.office@some.ox.ac.uk](mailto:academic.office@some.ox.ac.uk) stating vacancy reference number **900502** in the subject line. Your application should reach us by the closing date of 12 noon Monday 17<sup>th</sup> April and should comprise of:

- a) A completed cover sheet (available at the end of this document or as a separate download from [www.some.ox.ac.uk/jobs](http://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, and proposals for future research.
- 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 Monday 17<sup>th</sup> April, 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](mailto: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](mailto: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 Thursday 4th May

## 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.