



ST ANNE'S COLLEGE

Job Description and Selection Criteria

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| Job title | Stipendiary Lectureship in French Language (Orals and Conversation) |
| Location | St Anne's College, St Edmund Hall, Trinity College, Lady Margaret Hall |
| Salary | £29,762 to £32,411 pa commensurate with experience Stage 1 to 4, on the Recommended Scale for Stipendiary Lecturers 2022-23 |
| Benefits | Membership of the SCRs of the four colleges (small charges payable) with some free meals (except at times when the kitchens are closed (normally around Easter, Christmas, and for two weeks during August)). Small research, book and/or entertainment allowances may be offered by some of the colleges; details will be provided to the successful candidate. |
| Hours | To provide 12 contact hours of undergraduate teaching per week averaged over the eight week terms of the academic year ¹ . |
| Contract type | Fixed term from 25 th September 2023 until 24 th September 2024 with the possibility of extension |
| Reporting to | The Senior Tutor of the employing college with day-to-day management by the Fellow in French in the employing college |

Introduction

Overview of the role

St Anne's College, Trinity College, St Edmund Hall and Lady Margaret Hall seek an enthusiastic, self-motivated, talented linguist to undertake 12 contact hours of small class teaching a week over the three eight week terms of the academic year. The postholder will be expected to guide second and fourth year students in the writing of essays, in French, on current affairs and broad cultural subjects (FHS paper 1), lead French conversation classes for all year groups in preparation for oral exams, and teach the essay in French ('dissertation') to finalists. Classes are normally made up of between four and eight undergraduate students in their 1st, 2nd or final (4th) years of study. More information about the courses is available in the handbooks, [Preliminary Course](#) and [Final Honour School](#).

Responsibilities/duties

The Lecturer will be expected to work independently at times but always ultimately in collaboration with the fellows in the Modern Language and Literature (MLL) schools in each college, and, where they exist, any other lecturers, Graduate Development Scholars and any Junior Research Fellows in the schools.

The Lecturer will be expected to:

¹ Term dates are listed at <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1>

- provide teaching to undergraduates and Visiting Students (hereafter referred to as 'students') in each college for the number of contact hours stipulated in the contract in each week of the full terms (1st Week to 8th Week inclusive) covered by the contract duration;
- prepare, set and mark written work relating to the teaching and provide feedback to students;
- provide first touch pastoral support and signposting to students, liaising with other staff as required;
- where requested, set and mark internal college exams ('Collections') at the start of each term and return scripts to students promptly;
- assist students with study skills and revision as required;
- support students with their planning and applications for their Year Abroad;
- submit accurate and timely teaching records each term via TMS, the Oxford Colleges on-line reporting system for tuition;
- submit written reports on each student taught, using TMS, in time for 8th Week report readings;
- when required, attend the colleges' Open Days in the summer if these fall within the dates of the contract;
- where required, participate in the undergraduate Admissions process in November and December, including assessing French language test scripts and participating in the interviewing of candidates if requested;
- act as an assessor or second examiner in the Final Year oral exam;
- contribute to projects related to the creation of materials for language teaching and/or the promotion of French language and culture more widely;
- take an active part in the intellectual life of the colleges' academic communities;
- take on other duties as directed by the French tutors or Senior Tutors at the four colleges, appropriate to the role.

Selection criteria

We are looking for someone:

- who is fluent in French, equivalent to native speaker level;
- who has an excellent understanding of French grammar and a sensitivity to style and register in French and English;
- who has spent some time in a French-speaking country (for example, being resident, studying or travelling);
- who has a very good understanding of the cultural context of at least one French speaking country;
- who is able to demonstrate their ability to teach French language in tutorial and small class contexts to extremely able students at undergraduate level;
- who has the ability to assess the work of high performing students, using up-to-date techniques across a range of media;
- who has a good command of written and spoken English;
- who has excellent communication skills in English and in French;
- who has the skills to deal effectively with any pastoral matters that may arise;
- who has excellent organisational ability;
- who has at least a first degree.

St Anne's College

St Anne's is a modern College with the ambition to be a diverse and inclusive community contributing to the University's vision to lead the world in education and research. The College has a radical tradition. It can trace its origins back to 1879 and the formation of the 'Association for the Education of Women in Oxford'. It became a college in 1952 and first admitted men in 1979. The College has always been driven by its commitment to making the opportunities of an Oxford education accessible to those of academic potential who otherwise might not envisage themselves in Oxford. The College has about 470 undergraduate students, 40 visiting, recognised and other students, and a graduate community of around 350 (taught and research). For further information about the College, please visit www.st-annes.ox.ac.uk.

St Edmund Hall

St Edmund Hall's roots are in the 13th Century, making it one of the oldest educational institutions now within the University of Oxford. It is the only medieval academic Hall to have preserved its identity; the ancient name of "Hall" has been retained to reflect its long history and pre-collegiate university roots.

The College occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows (just over half of whom form the Governing Body), and around 400 undergraduate and 300 postgraduate students and up to 32 Visiting Students, in addition to administrative and domestic staff. For more information about St Edmund Hall, please visit www.seh.ox.ac.uk.

Trinity College

Founded in 1555, Trinity College occupies a green and spacious site in the city centre. We admit around 85-90 undergraduates and 60 graduate students each year, with a balance between humanities, science, and social science disciplines. There are approximately 450 students in residence at any one time. The College prides itself on combining the highest academic standards with a particularly friendly sense of community.

Our vision is for Trinity to be recognised as a modern college that attracts some of the best academics in the world, and welcomes a diverse and widely representative student community in which students of all backgrounds feel equally valued, supported and able to flourish. We seek to create an environment that allows every member of our community to achieve their full potential, and ultimately to benefit society. For more information about Trinity College, please visit www.trinity.ox.ac.uk.

Lady Margaret Hall

Lady Margaret Hall is a constituent College of the University of Oxford and is located in spacious gardens beside the University Parks. The College was founded in 1879 with a dual passion for learning and for equality, making it possible for the first time for women to study at Oxford. Today, the College continues to draw inspiration from this great pioneering vision. It is now a coeducational academic community of over 400 undergraduate and 180 postgraduate students, utterly committed to research and scholarship and to effective, highly personalised teaching and learning for students from all backgrounds. stimulating and inclusive environment. For more information visit www.lmh.ox.ac.uk.

French at the four colleges

St Anne's

The Medieval and Modern Languages School at St Anne's currently comprises three Tutorial Fellows: Professor Patrick McGuinness (French), Professor Geraldine Hazbun (Spanish), and Professor Simon Park (Portuguese), eight lecturers, one of whom is a Tutorial Fellow in German at St Hugh's, and one Junior Research Fellow. The School offers combined expertise in French, Portuguese, German, Italian and Spanish. The School has a diverse group of undergraduates and graduate students, and tries to attract students from the broadest range of backgrounds. Currently there are 30 undergraduates working towards degrees in Modern Languages, of whom around 17 (about four per year) are studying French alone, or French with Italian, German, Portuguese, Spanish, Arabic or Linguistics. The College is currently home to a number of graduates studying Modern Languages, either at Masters or Doctoral level.

St Edmund Hall

St Edmund Hall has a vibrant and diverse community of Modern Linguists, from a wide range of backgrounds both within the UK and around the world, and we are able to offer an impressive range of degree programmes. We accept around nine to 10 Modern Language students a year including students studying Joint Schools. Our Fellow in French, Professor Wes Williams, coordinates a team of academics who have expertise in the teaching of both language and literature. We actively encourage students to explore the creative potential of the Modern Languages course, and the Hall offers many extra-curricular opportunities in creative writing and the arts. Nearly all of the undergraduate teaching takes place in College. Further details about Modern Languages at St Edmund Hall can be found by visiting www.seh.ox.ac.uk/subjects/undergraduates/modern-languages.

Trinity College

Trinity admits around seven students a year to study for an undergraduate degree in Medieval and Modern Languages, of whom c.4 may be studying French – either on its own, or in combination with other subjects including Spanish, Linguistics, Philosophy, English, or Classics. Students spend the first two and the fourth and final year of their studies in Oxford, and a third year abroad, so there are usually around 12 undergraduate students of French in residence at any one time. We also regularly admit graduate students in French, or Spanish, or Linguistics for Masters or DPhil courses. Our graduates are a key part of our Modern Languages and our Linguistics communities at Trinity.

Trinity has two Tutorial Fellows in Modern Languages who oversee undergraduate tuition at the College: Prof. Katherine Ibbett, de Jager Fellow and Tutor in French, and Dr María del Pilar Blanco, Fellow and Tutor in Spanish American Literature. We are fortunate to have an excellent team of lecturers who specialise in particular areas of the curriculum, and who often teach in more than one of Oxford's colleges. Further details about Modern Languages at Trinity may be found here: www.trinity.ox.ac.uk/subject/modern-languages.

Lady Margaret Hall

The Medieval and Modern Languages School at LMH currently consists of three Tutorial Fellows in French, Spanish, Russian & Linguistics, as well as Lecturers in German and Italian. We admit between 10 and 12 undergraduates per year, of whom roughly half may be studying French, either on its own or in combination with other languages or subjects including Classics, English,

History, or Philosophy. Professor Marie-Chantal Killeen and Dr Chimene Bateman oversee undergraduate tuition in French at the College.

The Faculty of Medieval and Modern Languages

The Modern Languages Faculty has roughly 1,000 undergraduates reading for the Honours School of Modern Languages or one of five Joint Schools, and approximately 150 graduate students; there are around 100 academic and support staff holding university posts. The Faculty is one of the leading centres for the study of European language, literature, and culture world-wide, offering expertise in the entire chronological range from the earliest times to the present day, and with specialists in film studies, cultural studies, and cultural history as well as languages and literatures. The main subjects studied are French, German, Italian, Russian, Spanish, Portuguese and Modern Greek. The Faculty is partly college-based, and partly housed in University buildings in Wellington Square, where some academic staff and the Faculty's administrative staff have offices, and at the Taylor Institution in St Giles' where some teaching takes place and the main Faculty and research library is based. For more information please visit the [Faculty website](#).

Oxford University

[Oxford's departments and colleges](#) aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking and ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award.

The Colleges

Oxford has 39 self-governing and independent Colleges, enabling academic staff and students to reap the benefits of belonging to a small, interdisciplinary community as well as a large, internationally renowned University. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

How to Apply

Electronic applications only. The following documents should be sent, in Word format, or as a pdf, attached to an email, to St Anne's College: recruitment@st-annes.ox.ac.uk

- 1) A completed Application Form (preferably in Word format)
- 2) A Letter of Application which should specify:
 - a) your relevant teaching experience and how they will meet the teaching needs of the colleges;
 - b) which papers you would be able to teach;
 - c) how you will meet the selection criteria, including administrative and pastoral experience.

3) Curriculum Vitae

4) Two academic references. Referees should be asked to write (in English please) directly to recruitment@st-annes.ox.ac.uk, without waiting for a request from the College. Your referees must be able to comment on your experience and/or suitability to teach high achieving undergraduates.

5) Candidates are requested to complete the equal opportunities form and return it by post to St Anne's College, or by email to recruitment@st-annes.ox.ac.uk. These forms are used for monitoring purposes and will not be seen by any member of the selection committee.

Please note

The deadline for receipt of applications, including ALL references, is **noon on 30 May 2023**.

The email subject line should be '**French Language (Orals and Conversation) Stipendiary Lecturership**'.

It is the candidate's responsibility to ensure that all of the relevant materials, including references, are submitted by the application deadline. Incomplete applications will be disregarded.

Candidates are advised that a personal interview will be required. Interviews are expected to take place **in June 2023**.

Informal enquiries of an academic nature can be made to Professor Patrick McGuinness (patrick.mcguinness@st-annes.ox.ac.uk) and more general queries about the post and the colleges should be made, in the first instance, to Ellen Creaser, at ellen.creaser@st-annes.ox.ac.uk.

Right to work in the UK

The appointment will be subject to satisfactory provision of proof of the right to work in the UK. Applicants who would need a work visa if appointed to the post are asked to note that this role may not meet the criteria for sponsorship for a skilled worker visa. Further information and advice can be found on the University website: [Home | Staff Immigration \(ox.ac.uk\)](#) or from the UK home offices: www.ukba.homeoffice.gov.uk/workingintheuk/

Equal Opportunities

The policy and practice of St Anne's College, University of Oxford, require that entry into employment with the College and progression within employment shall be determined only by personal merit and the application criteria which are related to the duties of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. In all cases, ability to do the job will be the primary consideration.

To view our Privacy statement please see here www.st-annes.ox.ac.uk/privacy-policy/.



ST ANNE'S COLLEGE, OXFORD

STIPENDIARY LECTURER IN FRENCH LANGUAGE (ORALS AND CONVERSATION)

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| Where did you find out about this vacancy? | | | | | |
| Title | | Forename: | | Surname: | |
| Email Address: | | | | | |
| Telephone Number: | | | | | |
| Postal Address: | | | | | |
| Current or most recent institution: | | | | | |
| Subject area of research: | | | | | |
| PhD/ D Phil Title (title of thesis): | | | | | |
| Institution: | | | | | |
| Date Started (month/year): | | | | | |
| Date completed (month/year): | | | | | |
| <i>First Referee</i> | | | | | |
| Name: | | | | | |
| Email address: | | | | | |
| <i>Second Referee</i> | | | | | |
| Name | | | | | |
| Email address: | | | | | |
| Are there any restrictions on you taking up employment in the UK i.e. Visa etc? | | | | | |
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| (If yes, please provide details) | | | | | |
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| Please note that it is the responsibility of the applicant to ensure that references are received by the deadline of noon on 30 May 2023 as referees will not be approached by the College. Please do not send more than two referees; additional references will not be considered. Please send all applications and references to recruitment@st-annes.ox.ac.uk | | | | | |