



Fixed-term Stipendiary Lecturer in German Language

Worcester College

Applications are invited for a fixed-term two year Stipendiary Lectureship in German Language (orals, conversation and essay writing). The postholder will teach for five Oxford colleges: Lady Margaret Hall, New College, St Anne's, St Hugh's and Worcester College. Duties will include 12 hours a week of teaching in full term, divided between the colleges. The anticipated start date is 16th September 2024.

The lecturer will be appointed on the scale for full-time stipendiary lecturers, in the range £30,487 and £33,966 per annum, commensurate with experience. Due to the nature of the position, we regret we can only accept applications from those with right to work in the UK.

To be eligible, applicants need a native, or native-equivalent, level fluency in German and are expected to have a familiarity with contemporary German language, culture and society.

The deadline for applications is noon on Monday 3rd June 2024.

Further Particulars

OVERVIEW OF THE ROLE

Lady Margaret Hall, New College, St Anne's College, St Hugh's College and Worcester College seek an enthusiastic, self-motivated, talented linguist to undertake 12 contact hours of small class teaching a week over the three 8-week terms of the academic year. The postholder will be expected to guide 2nd and 4th year students in the writing of essays, in German, on current affairs and broad cultural subjects (FHS paper 1), lead German conversation classes for all year groups in preparation for oral exams, and teach the "Deutsche Kultur und Gesellschaft" topics for the 1st Year (Prelims Paper 1). Classes are normally made up of between four and eight undergraduate students in their 1st, 2nd or 4th years of study. The lector will be employed by the consortium of five colleges but will also be a member of the sub-faculty of German and the faculty of Medieval and Modern Languages. 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 Medieval and Modern Language (MML) 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:

- 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 German language and German-speaking culture more widely;
- take an active part in the intellectual life of the colleges' academic communities;
- take on other duties as directed by the German tutors or Senior Tutors at the five colleges, appropriate to the role.

SELECTION CRITERIA

The ideal candidate will be someone:

- who is fluent in German, equivalent to native speaker level;
- who has at least a first degree;
- who has an excellent understanding of German grammar and a sensitivity to style and register in German and English;
- who has training and/or experience in teaching German as a foreign language (DaF)
- who has spent some time in a German-speaking country (for example, being resident, studying or travelling);
- who has a very good understanding of the cultural context of at least one German-speaking country;
- who is able to demonstrate their ability to teach German 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 German;
- who has the skills to deal effectively with any pastoral matters that may arise;
- who has excellent organisational ability;

University of Oxford

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. The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. 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 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.

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.

How to Apply

Electronic applications only. The following documents should be sent, as either a Word document or PDF, attached to an email to Poppy Moulis (poppy.moulis@worc.ox.ac.uk).

1. A completed Application Form (preferably in Word format)
2. A Letter of Application which should specify:
 - i. your relevant teaching experience and how they will meet the teaching needs of the colleges;
 - ii. which papers you would be able to teach;
 - iii. 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 poppy.moulis@worc.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. Equal Opportunities Form
Candidates are requested to complete the equal opportunities form and return it by email to poppy.moulis@worc.ox.ac.uk. These forms are used for monitoring purposes and will not be seen by any member of the selection committee.

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.

Please note: the deadline for receipt of applications, including ALL references, is noon on Monday 3rd June 2024.

Candidates are advised that a personal interview will be required. Interviews are expected to take place at Worcester College on Wednesday 12th June 2024, or (if necessary) online.

Informal enquiries of an academic nature can be made to Professor Benjamin Morgan (ben.morgan@worc.ox.ac.uk) and more general queries about the post and the colleges should be made, in the first instance, to Poppy Moulis (poppy.moulis@worc.ox.ac.uk).

Terms and Conditions

The appointment will be from 16th September 2024 to 15th September 2026.

ANNUAL LEAVE

Stipend includes payment for any leave taken outside the academic term and for any bank holiday worked during term time (pro rata entitlement of 38 days inclusive of Bank Holidays). Holiday cannot normally be taken during term and the period of undergraduate admissions when lecturers are expected to be available in Oxford. In exceptional circumstances, where it is necessary to give notice before the end of the contract period, one month's notice should be given by either party. On completion of the term of appointment all documents, student information/papers, and other property of the colleges must be returned. The colleges conform to the University policy over parental and adoptive leave arrangements.

RIGHT TO WORK IN THE UK

Regrettably, we are only able to consider candidates with a right to work in the UK. Therefore, appointment will be subject to satisfactory pre-employment checks, which include proof of identity, references, and the provision of proof of the right to work in the UK. To comply with UK employment legislation, the successful candidate will be required to provide documentary evidence of eligibility for employment before starting work with the college.

ADDITIONAL ENTITLEMENTS

The postholder will have dining rights at the relevant colleges. An office space will also be provided.

Equal Opportunities

The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students is respected. No applicant shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Entry into employment with the University 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.

Candidates are encouraged to complete an Equal Opportunities Form, which will assist the colleges with monitoring equal opportunities in recruitment. We can assure you that the information given is kept separately from the information used in recruitment decisions; that all information is strictly confidential, used purely for statistical purposes and to ensure that policies are being applied fairly.