



## **WORCESTER COLLEGE, OXFORD**

### **Tutorial Fellowship (Fixed-Term) in Law**

Worcester College, Oxford, in association with the Faculty of Law at the University of Oxford, proposes to appoint a fixed-term Tutorial Fellow in Law with effect from 1 October 2024 to 30 September 2027, with a possible extension to 30 September 2028. The election to the Fellowship is subject to satisfactory completion of a one-year probationary period. The appointment is to provide cover during Professor Donal Nolan's Vice-Deanship of the Faculty of Law.

The successful applicant will have a high level of research and teaching ability and will be required to teach Contract and Tort for the College. For details of these subjects as taught in Oxford, please refer to the Law Faculty website ([www.law.ox.ac.uk](http://www.law.ox.ac.uk)). The Fellowship will carry full tutorial responsibility, and the appointee will be required to assist with the administration of law studies at Worcester College, including the organisation of teaching, participation in the admissions process and undertaking the pastoral care of students.

The Fellowship is a fixed-term career development position specifically intended to provide a time-limited period of development for an early career academic. The College will arrange a mentor for the Fellow. The Fellow may undertake lecturing or examining for the Faculty of Law subject to an agreement being reached between the College, Faculty, and Fellow.

Candidates who wish to speak to someone about any aspect of the post may contact the Senior Law Tutor, Professor Donal Nolan ([donal.nolan@law.ox.ac.uk](mailto:donal.nolan@law.ox.ac.uk)), or the Senior Tutor, Dr Helen Parish ([senior.tutor@worc.ox.ac.uk](mailto:senior.tutor@worc.ox.ac.uk)).

## **I WORCESTER COLLEGE**

Worcester College is one of the 39 constituent colleges of the University of Oxford. It occupies the site of Gloucester College, founded in 1283 for monks from the Abbey of St Peter, Gloucester, and subsequently opened to monks from other Benedictine abbeys studying at the University. In 1560, following the Dissolution of the Monasteries, a successor institution, Gloucester Hall, came into existence. In 1696, Sir Thomas Cookes, Bt., from Worcestershire, offered money to found or re-found a college at Oxford, but Sir Thomas died in 1701 without making a firm decision, and it was not until 1714 that under his will the benefaction was finally settled on Gloucester Hall, which was then renamed Worcester College.

The original Benedictine site was large, and eighteenth and nineteenth century additions to it have resulted in the College occupying some 26 acres. The gardens were laid out to include a lake in the early nineteenth century, and the adjoining sports field was reclaimed from drained water meadows in the late nineteenth century. The mixture of architectural styles, set amongst landscaped, wooded gardens and grounds, make Worcester one of the most attractive colleges in Oxford.

The Governing Body, which is responsible for overseeing the running of the college and the management of its endowments, comprises the head of College (the "Provost") and 59 Fellows. A further 24 Research Fellows are not members of the Governing Body. There are 100 non-academic staff. The college has 630 undergraduate and postgraduate students in a wide range of subjects.

The College admits approximately nine students each year to read for degrees in Law and Law with Law Studies in Europe, and approximately eight students to read for the BCL, MJur, Masters in Law and Finance and Masters in Taxation. The College also typically admits one or two exchange students from the Law Faculty's partner institutions each year to read for the Diploma in Legal Studies. In addition, the College has a number of students undertaking research degrees in Law.

Apart from the advertised position, and in addition to Professor Nolan, Worcester College has two tutorial fellows in Law, Dr James Edwards, who teaches Criminal Law and Jurisprudence, and Dr Leah Trueblood, who teaches Constitutional Law and Administrative Law. Mr William Swadling (Fellow and Tutor in Law at Brasenose College), is a lecturer in law at Worcester, and teaches Land Law and Trusts, and the College also has lecturers in Roman Law and EU Law. Professor Tsilly Dagan (Professor of Taxation Law), Dr Leila Ullrich (Associate Professor in Criminology), and Dr Neli Frost (Massada Junior Research Fellow in Law), are also Fellows of Worcester College.

## **II COLLEGE DUTIES**

The appointee will be required:

- (i) to undertake for Worcester College up to eight hours of teaching in Contract and Tort per week, averaged over the three eight-week terms which constitute the academic teaching year;
- (ii) to engage in:
  - (a) tutorial preparation;
  - (b) setting and marking of written work;
  - (c) setting, marking and returning of scripts for collections (internal college examinations);
  - (d) writing and submitting student reports; and
  - (e) liaison with other staff on teaching and pastoral matters, as appropriate;

- (iii) to help with the organisation of law teaching at Worcester College, and to share the responsibility of acting as personal tutor to law undergraduates (that is, the person responsible for their academic and personal welfare);
- (iv) to take part in the annual admissions procedures for the selection of law undergraduates and graduates at Worcester College, which may include reading application material, marking and interviewing;
- (v) to act as college adviser to some of the graduate members of Worcester College reading for higher degrees in law;
- (vi) to contribute where appropriate in the administrative work of the College; and
- (vii) to engage in advanced study or research.

### **III ASSESSMENT CRITERIA**

The successful candidate will have a Bachelor of Arts degree or equivalent in a relevant subject, and will have completed or be close to completing a higher degree (doctorate or LLM or equivalent) in a relevant subject.

The additional selection criteria for this post are as follows:

- (i) the ability or potential to be an effective teacher of Contract and Tort to students of high ability in a tutorial system, along with the personal qualities needed to foster a high level of achievement in undergraduate students;
- (ii) substantial achievement or potential (commensurate with the applicant's career) in a field of legal research, preferably one relevant to the subjects being taught;
- (iii) the ability or potential to participate effectively in the administration and development of law studies in Worcester College; and
- (iv) a willingness to forge links with schools and colleges and to participate in access initiatives with a view to encouraging applications from a wide range of educational backgrounds.

### **IV TERMS AND CONDITIONS**

The Fellowship is a fixed-term career development position specifically intended to provide a time-limited period of development for an early career academic. The College will arrange a mentor for the Fellow. Although the Fellow will not be required to undertake examining or lecturing for the Faculty of Law, it may be possible for the Fellow to undertake such duties if this is agreed by the Fellow, the College and the Faculty.

The appointment will be from 1 October 2024 to 30 September 2027, with a possible extension to 30 September 2028.

## **1 Salary etc**

The Tutorial Fellow will be appointed on the University salary scale 7, in the range £36,024-£38,205 and will be enrolled as a member of the Universities Superannuation Scheme (USS).

Stipend is determined according to qualifications and experience (but we would expect to appoint on point 1 of the scale) and includes payment for any leave taken outside the academic term and for any bank holiday worked during term time (annual holiday entitlement of 38 days inclusive of Bank Holidays). Holiday cannot normally be taken during term and the period of undergraduate admissions when tutors 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 College must be returned. The College conforms to the University policy over parental and adoptive leave arrangements.

The 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. Further information is available at <https://www.gov.uk/browse/visas-immigration>.

The College's Senior Tutor (and other officers of the College as appropriate) will advise on and support the appointee's career progression.

## **2 Additional entitlements**

The Fellow will have the following entitlements:

- (i) a teaching room in College;
- (ii) research allowance;
- (iii) student Entertainment allowance;
- (iv) free dinners at the Common Table in term and vacation (when the kitchens are open); and
- v) free lunches in the Senior Common Room (of which the appointee will be a full member) in term and vacation (when the kitchens are open).

## **V APPLICATION AND APPOINTMENT PROCEDURE**

To apply for this role, you are asked to submit the following documents:

- a fully completed application form, including the names and contact details of three referees; please note that references will only be taken up for shortlisted candidates;
- a covering letter or statement explaining how you meet the criteria set out above, including a statement of research plans;
- a full CV and publications list; the appointment panel will ask for copies of some written work from shortlisted candidates; and
- a completed Diversity Declaration form.

Please download the Worcester College application form and Diversity Declaration form from the College's website at [www.worc.ox.ac.uk/jobs](http://www.worc.ox.ac.uk/jobs)

Candidates are asked to submit their application materials in the form of a single PDF file, with their surname in block capitals as the first word of the document title, to Poppy Moulis at [poppy.moulis@worc.ox.ac.uk](mailto:poppy.moulis@worc.ox.ac.uk).

Candidates are asked to complete a Diversity Declaration form which will assist us with monitoring equal opportunities in recruitment. We can assure you that the information given is kept separately from the information used in recruitment decisions and will not be disclosed to the selection panel; all information is strictly confidential, used purely for statistical purposes and to ensure that policies are being applied fairly. Please e-mail your Diversity Declaration form to [poppy.moulis@worc.ox.ac.uk](mailto:poppy.moulis@worc.ox.ac.uk).

The closing date for completed applications is **12 noon (UK time) on Monday 3 June 2024**. Late applications will not be accepted.

All applications will be considered by the appointment committee as soon as possible after the closing date; all shortlisted candidates will be asked to submit two pieces of written work, will be interviewed, and will be asked to give a teaching presentation as part of the interview process.

Interviews will be held in Oxford on Tuesday 18 June 2024. Those who do not live in or near Oxford will be offered overnight accommodation and all reasonable interview expenses will be reimbursed.

Applications for this post will be considered by a selection committee consisting of representatives of Worcester College. The selection committee is responsible for conducting all aspects of the recruitment and selection process.

Please note that any personal data submitted to the College as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the College's Privacy Notice for Job Applicants at: <http://www.worc.ox.ac.uk/about/policies-and-procedures/privacy-gdpr>

In 2017 the Governing Body of Worcester College made a formal commitment to building a more socially and culturally diverse academic community. As part of our diversity strategy, we are actively seeking excellent candidates from groups which are under-represented on our academic staff: black and minority ethnic candidates, and women of all ethnicities.