

Job Description and Selection Criteria

Post	Lecteur/Lectrice (Teaching Assistant in French)
Colleges/Faculty	Brasenose College, Christ Church, Lincoln College
Division	Humanities
Contract type	Fixed-term (9 months): 07 October 2024 – 30 June 2025
Salary	University grade 4 scale: £24,901 - £28,488 (with discretionary range to £31,100) (current rates for 2023-24) per annum <i>pro rata</i>

Introduction

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 dedicated support from leading academics.

Overview of the post

Brasenose College, Christ Church, and Lincoln College are seeking to appoint a Lecteur/Lectrice (Teaching Assistant in French), to commence in October 2024.

This fixed-term post is an excellent opportunity to develop experience of teaching and pastoral responsibility in a Higher Education setting and play a fulfilling role in a friendly college. The role is intended to provide a time-limited period of training and development and therefore carries with it no expectation of permanent employment at Brasenose College.

The Lecteur/ Lectrice role supports language teaching across three colleges: Brasenose College, Christ Church, and Lincoln, with these colleges alternating on rotation each year to take on responsibility as the Lead college, and will also be a member of the Faculty of Medieval and Modern Languages. Brasenose is the Lead college for the coming academic year and is responsible for the employment of the Lecteur/Lectrice.

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: www.mod-langs.ox.ac.uk.

Further information about the duties of the Lecteur/ Lectrice and the terms and conditions of employment are provided through the link below. All enquiries will be treated in strict confidence and will not form part of the selection process.

Duties of the post

The Lecteur/Lectrice is responsible for providing teaching in French language across three years (1st, 2nd and final year students (year 3 is usually spent abroad). This consists of translation into French, essays in French on current affairs or broad cultural subjects, summary exercises, grammar, and French conversation. Teaching will be under the direction of the French Tutors at Brasenose College, Christ Church, and Lincoln College, in line with each of the colleges needs.

The main duties of the post are as follows:

- Deliver a minimum of nine contact hours per week of teaching (three hours per week for each of the three colleges), averaged over the three Oxford teaching Terms, and work associated with that e.g. preparation and marking. Classes are normally made up of between 4 and 8 students. An Oxford teaching term is 8 weeks, but the work also covers a week before and after term, so 10 weeks.

Teaching covers written and oral French (all aspects of the language: translation into French, essays in French on current affairs or broad cultural subjects, summary exercises, grammar, and French conversation.

- As directed, to regularly set, mark and grade students' work during the academic year providing continuous feedback for development.
- Assess students' performance and progress and to submit end-of-term reports on each student.
- Set and mark formal college tests/mock exams ('Collections') when asked by the college Tutor (usually at the beginning of each term).
- Act as an assessor or second examiner in the Final Year oral exam.
- Participate in and provide support during the Admissions process for the recruitment of new students (November and December) including assessing the language test and co-interviewing with the French Fellow.
- Report regularly to the Fellows in French in each college, e.g. on student progress.
- Support the pastoral care of the students.

The above is not an exhaustive list of duties. The Lecteur/Lectrice will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the French Tutors at the three colleges may reasonably expect.

Selection criteria

Your application will be judged only against the criteria which are set out in the job description. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The colleges and the University are committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from women, and black and minority ethnic candidates, who are under-represented in teaching posts in Oxford.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account.

Essential criteria:

The successful candidate will demonstrate the following:

- be fluent in French equivalent to native speaker level.
- have successfully completed an undergraduate degree in English studies or Linguistics or a related subject with either an English Literature or Linguistics component.
- have an excellent understanding of French grammar and a sensitivity to style and register in French and English.
- have recently been resident, studying or travelling (for a significant period), in a French-speaking country with a good understanding of the cultural context of the country and its language.
- have an excellent, near native command of written and spoken English.
- be able to teach and assess the French language to the highest level using appropriate and up-to-date techniques including using a range of media.
- have excellent communication and social skills, including an engaging and inclusive approach;
- have excellent organisational ability.
- Commitment to promoting awareness and understanding of equality, diversity and inclusion (EDI), and embedding these principles among students.

Desirable criteria:

- A university qualification in language teaching.
- Experience or willingness to contribute to projects related to the creation of materials for the language teaching and/or the promotion of French language and culture more widely.

Since this vacancy is for a teaching post, candidates must be available to start at the specified start date.

The appointment will be subject to provision of proof of the right to work in the UK.

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

Salary and Benefits

- The salary will be on the University grade 4 scale: £24,901 - £28,488 (with discretionary range to £31,100) (current rates for 2023-24) per annum *pro rata* New appointments are usually made at the first point of the scale.
- Use of a shared teaching room in each College.
- Membership of the Senior Common Room in Brasenose
- Free lunches and dinners during weeks 0-9 each term of the appointment; Christ Church and Lincoln College will contact the Lecteur/Lectrice separately about their individual college benefits and meal entitlements.
- Eligible staff may join or remain a member of the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.
- Employee Assistance Programme alongside access to dedicated support both within the college and wider University for your personal and career development.

Accommodation

- Accommodation in Oxford is expensive. Subject to availability, the successful applicant will be offered the opportunity to rent suitable accommodation at Brasenose College for 30 weeks co-terminus with the appointment. The cost is predicted to be of the order of £195/week.

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

How to Apply

Please apply no later than the deadline of **12:00 noon** on **5th January 2024**. Applications received after this time will not be considered.

Application documents should include:

- The application form downloaded from the advert.
- A letter of application, stating your interest in, and explaining how you meet the criteria set out above using examples of your skills and experience.
- CV, including the names and contact details of two referees which attest to your ability as a language teacher. References will be taken up for the successful candidate.

Applications will be judged only against the criteria which are set in the job description, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

The colleges of Oxford University are equal opportunities employers. They will work to remove any barriers, real or perceived, which might deter people of the highest quality from applying to the colleges as staff. 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 his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age or disability.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account.

The Colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interview, we will ask whether you require any particular arrangements at the interview.

Interviews

Interviews for the position are expected to take place during the second half of January (exact date subject to confirmation).

If you need help

If you have any questions regarding the application process, please contact College Academic Administrator, Henry Jestico at college.office@bnc.ox.ac.uk, but note that the office is closed from 21st December to 1st January inclusive. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to Brasenose 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 Privacy Notice available at:

<https://www.bnc.ox.ac.uk/about-brasenose/official-information/286-privacypolicies>

Due to the large volume of recruitment that the College administers we are unable to provide feedback to non-shortlisted applicants.

Offer of employment

Applications for this post will be considered by a selection committee. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Bursar of Brasenose College and the three Senior Tutors of the three Colleges on the basis of a recommendation made by the selection committee. The offer of appointment will be made by letter with a formal contractual offer from the Bursar and Senior Tutor of Brasenose College.