

BRASENOSE COLLEGE AND BALLIOL COLLEGE, UNIVERSITY OF OXFORD

**5-HOUR STIPENDIARY LECTURER IN SPANISH
FURTHER PARTICULARS**

The Appointment

Applications are invited for a fixed-term Stipendiary Lecturer in Spanish at Brasenose College and Balliol College, Oxford to provide cover for an interim period pending recruitment to a permanent post. The Lectureship is tenable from 1st October 2021 to 30th September 2024. This is a teaching-only post and the salary scale will be within the range of £11,463 - £12,893 per annum, plus allowances, according to qualifications and experience. Note that this is not a full-time role and the salary reflects this. The appointee will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

The salary range will require candidates to demonstrate that they possess the right to work in the UK since the salary will not meet the UKBA's minimum threshold to enable a Skilled Worker (formerly Tier 2) Visa appointment. Since this is a teaching-only position, candidates must also be available to start by the specified start date.

Brasenose College

Brasenose College is one of the longest established foundations in the University of Oxford. The College has a reputation for being open and friendly and is keen to be inclusive, encouraging applicants from a diverse range of backgrounds. Across all years within the College, there are approximately 365 undergraduates and 230 graduates. The College's senior members comprise the Principal, Fellows (43 of whom constitute the Governing Body), and College Lecturers. Brasenose's paramount objective is the pursuit of academic excellence and it is concerned to foster research as well as high-quality teaching. The College has a substantial library, mainly for undergraduate use, and well-developed IT provision. Further information about the College can be found at www.bnc.ox.ac.uk.

As a Stipendiary Lecturer, you will be welcomed into the Brasenose community, and through our various events, and especially over lunch (which is very popular and well-attended), you would have the chance to interact with a broad range

of other academics across many different disciplines. The appointment offers scope to get as involved in the social and intellectual life of the College as you wish. Throughout the year, there are also opportunities to invite guests – a hospitality allowance (detailed below) encourages academics to do this. Brasenose also seeks to be a family-friendly employer and wherever possible will consider a flexible approach to work.

Modern Languages at Brasenose College

Brasenose admits 7 students per year to study Modern Languages, including undergraduates studying Modern Languages with another subject, such as Classics, English Literature, History, Linguistics or Philosophy. At present, there are 6 students on course reading Spanish, excluding year abroad. The College also admits graduate students of high caliber studying for the M.Sc. and D.Phil. in Modern Languages.

Balliol College

Balliol is one of the best known of all the Oxford colleges. It combines an outstanding academic reputation and strong sense of collective identity with a welcoming and cosmopolitan environment. It has approaching 400 undergraduates and a roughly equal number of graduates and receives a large number of applications per place at both undergraduate and graduate level.

Modern Languages at Balliol College

There is a strong teaching team of two Tutorial Fellows in French and Italian, a language lecturer in French, as well as College Lecturers in both Spanish and German, and with a commitment to admit up to six undergraduate students each year who have applied to study one of the wide variety of the single and joint language combinations that are offered at the College, or one of the further joint modern language degree combinations, with Classics, English, History, Linguistics, and Philosophy. The College also admits to a range of graduate programmes and has a lively cohort of modern linguists on Masters and Research courses.

Duties

The person appointed will co-ordinate with Professor David Groiser (Brasenose) and Professor Elena Lombardi (Balliol) to teach undergraduates papers. A weekly average of 3 hours' Tutorial teaching will be offered to Brasenose

undergraduates and a weekly average of 2 hours' Tutorial teaching to Balliol undergraduates (further details of teaching hours are given below).

The successful candidate will be expected to have relevant experience of undergraduate teaching, and should be willing and able to teach

- Texts specified for the first-year introductory Spanish literature papers (Prelims III and IV): the tutor is not expected to be a specialist in all the texts, but rather to introduce the undergraduates to the study of literature across a wide historical range, and to the practice of writing literary commentaries and analytical essays (out-of-college teaching for the medieval ballads may be arranged, if preferred);
- At least one FHS period paper (VI, VII, VIII) to second and fourth years;
- Areas of competence within prescribed authors/texts papers and the special subject paper (IX, X, XI, XII);
- Language work to all years, including translation from Spanish into English, or English into Spanish (or both);
- Revision classes as required;
- Supervision of students on year abroad, including work on extended essays and essays for bridge papers.

A weighting system moderates the amount of contact time needed to fulfil the teaching obligation. For Tutorials given to one student the weight is 1, for two students it is 1.25, and for three or more students the weight is 1.5. As far as possible, the tutorial teaching will be provided to pairs of students. Consequently, teaching hours can normally be expected to range between 1.3 and 2 contact hours per week over three eight-week Terms but may exceed this slightly depending on the pattern of teaching.

Teaching will principally be to undergraduates of Brasenose College and Balliol College, but some exchange of teaching with colleagues in other colleges may be possible, and is often desirable in order to enable undergraduates to be taught by experts in their range of options.

The Stipendiary Lecturer will work alongside the Senior Modern Language Fellows and other academic staff at the two colleges. He or she will be expected to play an active part in the life of the College, sharing in the general responsibilities of Modern Languages teaching. He or she will undertake all the normal duties of an undergraduate tutor, including mentoring and pastoral oversight, writing references, writing termly reports, attending end of term

collections, setting and marking College exams and providing feedback, and organising and attending relevant start of term meetings.

The undergraduate admissions duties associated with the post are: participation in College open days; communication with potential candidates if required; preparation for the annual admission process, including analysis of candidates and attendance of meetings, and participating in interviews.

Brasenose encourages its College Lecturers to participate in annual personal development planning meetings. In addition, the College offers undergraduates the opportunity to give feedback on Tutorial and class teaching each year. The current system consists of termly individual electronic feedback.

Selection Criteria

The selection criteria for the post are:

1. A high quality of education and training at first-degree and postgraduate level in the appropriate areas of Spanish (essential). A doctorate in the subject is preferred, but applicants studying for a doctorate in the subject who are close to completion will be considered.
2. It is essential that the successful candidate have experience of teaching undergraduate papers as set out above ('Duties'). The CV and covering letter should provide full details of relevant teaching experience.
3. The successful candidate will show evidence of an ability and willingness to participate in the full range of pastoral, administrative and similar duties required in the post.
4. The successful candidates must be available to start at the advertised start date.

Notice Period and Probation

The Stipendiary Lecturership is offered on a fixed-term basis to provide cover for an interim period pending recruitment of a permanent post. The appointment will end on 30th September 2024 unless the two colleges for operational reasons end the post sooner. It should be noted that the expectation is that the entire period of each University Term of this Lecturership will be

worked. Should exceptional circumstances arise, one month's notice may be given by either party, or such longer notice as is required by statute. A letter of resignation should be addressed to the Senior Tutor. The two colleges reserve the right to end employment without notice or payment in lieu of notice in cases of summary dismissal on grounds of gross misconduct.

Right to Work

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before taking up the post.

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 under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/>

Remuneration

Stipend. The salary scale will be within the range of £11,463 - £12,893 per annum, plus allowances, according to qualifications and experience. The figure will be adjusted in line with any reviews of the University's recommended salary scale for University Lecturers that may occur during the tenure of the post.

Allowances. The Stipendiary Lecturer will be entitled to two lunches or dinners per week free of charge at common table at Brasenose, when the College kitchens are open during Term and the vacations. The College will provide a

Hospitality Budget (currently £88 p.a.) and an Academic Budget (currently £190 p.a.)

Medical Questionnaire

The appointment is subject to the satisfactory completion of a medical questionnaire if required.

Crèche Facilities

Brasenose may nominate staff for preferential places on the University nursery waiting list. Enquiries about the nurseries themselves and requests for application forms, should be directed in the first instance to the Nursery Manager, Mansion House Nursery, Summertown House, Oxford, OX2 7QZ. In other respects the College HR Manager (hr@bnc.ox.ac.uk) or University Childcare Officer may be able to help, and may be contacted at the University Offices, Wellington, Square, Oxford, OX1 2JD.

Equal Opportunities Policy

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.

HOW TO APPLY

The closing date for applications is **noon on Thursday 29th April**. Candidates should submit the following documents via our online portal, <https://submit.bnc.ox.ac.uk>, using the Applications for Academic Appointments box:

1. A completed application form.

2. A letter of application, which should include statements of what they are able to teach, their research interests and activity, and other relevant experience.
3. A curriculum vitae (including the names, addresses and telephone numbers of two academic referees).

References: applicants should provide the names and contact details of two referees. The College will contact the referees of candidates shortlisted for interview to request a reference.

Queries about the application process can be sent to Mr Henry Jestico, College Academic Administrator, Brasenose College, Oxford OX1 4AJ (college.office@bnc.ox.ac.uk).

Timetable for applications and appointment

The timetable for making the appointment is as follows:

- (a) The final date for the receipt of applications and references is **noon on Thursday 29th April**.
- (b) A short-list will be drawn up shortly afterwards. Candidates are asked to provide a telephone and email address, indicating where they can be reached during the week beginning 3rd May.
- (c) Interviews will be held during the week commencing 10th May (exact date subject to confirmation).

Informal enquiries about this post should be made to Prof David Groiser (david.groiser@bnc.ox.ac.uk) and to Prof Elena Lombardi (elena.lombardi@balliol.ox.ac.uk).

Data Protection

All data supplied by applicants 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 General Data Protection Act 2018. In accordance with the GDPR 2018 please see the relevant privacy notice on the website.

https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplicant.pdf



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