



KEBLE COLLEGE, UNIVERSITY OF OXFORD
**STIPENDIARY LECTURER IN OLD AND MEDIEVAL ENGLISH
LITERATURE**

FURTHER PARTICULARS

The Appointment

The College proposes to elect a part-time Lecturer in Old and Medieval English Literature three years with effect from 1 October 2018 until 30 September 2021.

The successful candidate will also be appointed as Director of Studies for the Visiting Student programme with Washington University, St. Louis.

Keble typically admits up to 9 undergraduates per year to read English Language and Literature and English and Modern Languages. There are also usually two, and occasionally three, visiting students from Washington University each year who study alongside Keble undergraduates. The current post-holders in English Language and Literature are Professor Diane Purkiss (Tutorial Fellow in Early Modern literature and history), Professor Matthew Bevis (Tutorial Fellow in Romantic, Victorian, and Modern literature), Dr Diana Leca (Career Development Fellow in Modern literature) and Dr Alexandra Paddock (Stipendiary Lecturer in Old and Medieval English Literature).

Main responsibilities

The successful candidate will be expected to provide six hours of class and tutorial teaching per week, averaged over the three terms. A tutorial in English Language and Literature typically involves pair of undergraduates who have been set an assignment to be completed within a week; English undergraduates normally receive one or one and a half tutorials a week.¹ The successful candidate will be expected to give tutorials in Prelims Paper 2 (Old English) and FHS Paper 2 (Medieval Literature), supervise the teaching of the language component of Prelims Paper 1, as well as supervise any relevant undergraduate dissertation work.

Further details of the English Language and Literature undergraduate course may be found on the Faculty website, <https://www.english.ox.ac.uk/course-summary>.

In addition, the person appointed will be required to:

¹ Further information on tutorials can be found at: <http://www.ox.ac.uk/admissions/undergraduate/why-oxford/studying-at-oxford/tutorials>

- set and mark termly college examinations in papers they have taught ('collections');
- submit progress reports on undergraduates they have taught at the end of each term;
- participate in undergraduate admissions, including the shortlisting and selection of candidates, admissions interviews (which take place in December) and assisting with subject-specific inquiries from potential applicants;
- assist with the pastoral care of undergraduates reading English, including attendance at the Freshers' dinner, and termly academic progress meetings;
- liaise with other tutors in English to ensure the smooth running of the subject in College.
- consider applications from Washington University and then welcome the visiting students;
- organise tutorial teaching for visiting students and be responsible for preparing transcripts at the end of their course.

Criteria for Appointment

The essential criteria for the post are:

- The proven ability or potential to provide excellent small-group and class teaching on undergraduate courses in Old English and Medieval English Literature to 1st-, 2nd- and 3rd-year students;
- A strong and/or emerging research profile in a field relevant to Old English and Medieval English Literature and an ability to demonstrate relations between research and teaching;
- Excellent knowledge of Old English and Medieval English Literature, including a doctorate in a relevant field submitted for examination before October 2018;
- An understanding of the learning needs of undergraduates and how to address them;
- Willingness to undertake, and aptitude for, the administration of a small visiting students programme including induction in Michaelmas Term;
- Excellent communication, presentational and organisational skills.

The desirable criteria are:

- Experience of teaching Old English and Medieval English Literature;
- A strong and/or emerging research profile in a field relevant to Old English and Medieval English Literature and an ability to demonstrate relations between research and teaching;
- An accredited qualification in teaching at Higher Education level;
- Willingness to undertake, and aptitude for, the pastoral care of students, including visiting students from the USA, in association with the College welfare support team;
- Suitability for and willingness to undertake undergraduate admissions.

Keble College

Keble College is one of Oxford's 38 self-governing and independent colleges. It was founded in 1870 in memory of the Revd John Keble. It was the wish of the founders to extend access to the University more widely, and the College has a continuing commitment to inclusiveness. The College prides itself on the academic achievements of its students, and aims to offer a supportive environment in which learning can flourish.

Keble is now one of the larger colleges in Oxford, having about 420 undergraduate and 230 graduate students. These students take degrees in natural sciences, humanities, social and medical sciences. The number admitted each year is around 128, and the College enjoys very high numbers of applications. The Governing Body has about 50 Fellows and their teaching and research is complemented by a large number of College Lecturers.

Keble is located on a large single site north of Oxford's city centre and close to Oxford University's Science Area and the University Parks. In October 2018 the new HB Allen Centre will open at a nearby site between the Banbury and Woodstock Roads. The Centre will combine graduate accommodation with space dedicated to research and innovation. Further information can be obtained from the College website: www.keble.ox.ac.uk.

Remuneration and Other Entitlements

The appointment will be made on the Stipendiary Lecturers' annual scale published in the Register of Approved Payments issued by the Senior Tutors' Committee of Conference of Colleges; this is based on Grade 5 of the University's salary structure (points 23-27 of the National Pay Spine). The Lecturer will be paid in the salary range £13,248-14,900 (2017-18 rates, subject to annual uplift) according to experience.

There is separate remuneration for the Director of the Washington Visiting Students programme, currently £2097 p.a., which will be paid provided that there are students on the programme.

The Lecturer will be automatically enrolled into the Universities' Superannuation Scheme (USS) unless they decide to opt out; under the scheme 8% of stipend is deducted. A full statement on USS is available from the Bursar (bursar@keble.ox.ac.uk).

The person appointed will also be entitled to draw upon a personal academic allowance of £336 per annum for research and/or teaching purposes and an allowance for the purpose of entertaining undergraduate students (currently £476).

The successful candidate is entitled to 6 free meals (lunch or dinner) per week at the common table when the College kitchens are open.

Other benefits include assistance with childcare voucher costs; bus pass purchase scheme; loan scheme; use of College sports facilities (gym, squash courts, rowing facilities).

Other Terms and Conditions

The appointment will be for the period 1 October 2018 – 30 September 2021. This is a fixed-term position because the College may wish to seek a full-time appointment in this field.

Stipendiary Lecturers are entitled to at least a share of a teaching room with computer and printer where available.

The Lecturer is not entitled to sabbatical leave.

Keble College is an equal opportunities employer. Keble College will work to remove any barriers, real or perceived, which might deter people of the highest quality from applying to the College either as staff or students. It is the College's policy that no prospective, current or former student or member of staff will be treated less favourably than any other, whether before, during or after their study or employment at the College on one or more of the following grounds, save in so far as such treatment is within the law and determined by lawful requirements: age; belief; disability; ethnic origin; gender reassignment; marital status; nationality; national origin; parental status; race; religion; sex; and sexual orientation.

To comply with UK employment legislation successful candidates will be required to provide documentary evidence of their eligibility for employment before starting work with the College. Applications are welcome from all nationalities, but candidates applying to work in the UK through the Tier 2 Points Based System should note that the salary for this post is less than £21,600. Further information is available at <https://www.gov.uk/browse/visas-immigration/work-visas>

Applications

The closing date for applications is 12 noon 1st March 2018.

Candidates should submit a letter of application with a curriculum vitae (including the names, addresses and telephone numbers of two referees), and statements covering their research interests and activity, and teaching and other relevant experience. Candidates should indicate which courses they are able and/or prepared to teach. Emailed applications are accepted.

Applications should be sent to Mrs Penny Bateman, Keble College, Oxford OX1 3PG (college.office@keble.ox.ac.uk). Candidates should ask their referees to write directly to Mrs Bateman, also by the closing date.

During the interview they may be asked to make a short presentation on their teaching to the selection panel.

Inquiries about the post may be made to either Professor Diane Purkiss (dianepurkiss@btinternet.com) or the Senior Tutor, Dr Alisdair Rogers (senior.tutor@keble.ox.ac.uk).