

Job description

Job title	Departmental Lecturer in History: Late Antiquity and Early Middle Ages
Faculty	Faculty of History
Division	Humanities
College	This post is offered in association with Worcester College
Location	Worcester College
Grade and salary	Grade 7 point 1 to point 3: £31,604 to £33,518 per year
Start date	1 October 2018 or as soon as possible thereafter
Hours	Full time
Contract type	Fixed term for 9 months (limited by external funding)
Method of application	Electronic (see ‘How to Apply’ below)
Application deadline	12 noon on Friday 29 June
Number of referees required	Two references (please note that reference letters will only be requested at the shortlisting stage)
Vacancy reference	134954
Recruitment contact	recruitments@history.ox.ac.uk

Overview of the role

This is an exciting opportunity to join our thriving History community and gain valuable teaching experience at the undergraduate and graduate levels. Although this is primarily a teaching role, you will also engage in advanced study and conduct independent research and play an active role in the interdisciplinary College community. The post is intended to fill a gap in our teaching coverage while Conrad Leyser is on research leave.

You will have research and teaching interests in Late Antiquity and the Early Middle Ages. You will be able to inspire and enthuse students and draw on your own research to inform and augment your teaching.



Medieval History at Oxford

Oxford has a large and thriving community of medieval scholars, with a rich seminar culture, including seminar series in Medieval History, Late Antique and Byzantine Studies, Late Byzantine Art and Archaeology, Medieval Church and Culture, Medieval Economic and Social History, Europe in the Late Middle Ages, Medieval Archaeology (with the Institute of Archaeology), Late Roman Studies, Celtic Studies (with the Faculty of Medieval and Modern Languages), and Palaeography and Manuscript Studies (with the Bodleian Library). It hosts several collaborative research projects, including 'The Cult of Saints' and 'Defining the Global Middle Ages'. The History Faculty offers a range of undergraduate papers in medieval history and attracts large numbers of graduate students, with MSt courses in Medieval History and Medieval Studies, and a wide choice of potential DPhil supervisors. Details of postholders and their interests can be found at <https://www.history.ox.ac.uk/academic>

Practical information

We expect to hold interviews in Oxford in early summer 2018; overseas candidates will be offered Skype interviews.

For an informal discussion about this opportunity, please contact the Faculty Board Chair Martin Conway (martin.conway@history.ox.ac.uk); all practical and procedural queries should be sent to our recruitments team: recruitments@history.ox.ac.uk. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Duties

Teaching, supervision and course administration

1. Contribute across the curriculum through lectures, classes, and tutorials to core undergraduate papers in Early Medieval British and European History in the period c. 300 to c. 1000;
2. Supervise graduate and undergraduate theses as necessary;
3. Take part in University examining for undergraduates and graduates as and when requested to do so;
4. Participate in the undergraduate admissions exercise; this to include marking of scripts for the History Aptitude Test, marking of candidates' written work, and conduct of the interviews; participate also in the graduate admissions exercise;
5. Be the first point of contact for students as required in matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others as needed);

6. Gather and analyse feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate;
7. Ensure that students have a high-quality academic experience and appropriate levels of support;
8. For Worcester College, the appointee will be required to undertake up to 12 weighted¹ hours of teaching in History per week averaged over the three eight-week terms of the teaching year (for the History papers involved, see above, 1); to engage in tutorial preparation, the setting and marking of written work, the setting, marking and returning of scripts for collections (internal college examinations); and to submit student reports.

The appointee will help with the organisation of History teaching at Worcester College, and share in the pastoral responsibility for History undergraduates, including those studying for the joint degrees, and for History graduates. The appointee will also be a member of the Worcester College Tutors' Committee, which normally meets once per term, and will take part in the annual admissions process for the selection of History undergraduates at Worcester College, which includes reading application material, marking and interviewing (as above, 4)

Research

9. In support of the development of courses and teaching, manage their own academic research activities and conduct independent research;

General duties

10. Engage positively and proactively with the academic community in the Faculty and College.

¹ Hours are weighted according to group size as shown below.

Group size	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Weight	1	1.25	1.5	1.59	1.68	1.77	1.86	1.96	2.05	2.14	2.23	2.32	2.41	2.5	2.59

Selection criteria

Applications will be judged only against the criteria which are set out below. You should make sure that your application shows very clearly how your skills and experience meet these criteria. We are committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be both female and male members of the selection committee. Selection committees will explicitly take into account any career breaks or other factors, such as part-time working or disability, which may have had an impact on the quantity of candidates' publications.

Qualifications and experience	
Essential	A completed doctorate in a relevant field, or evidence that a doctorate is imminent.
Teaching and research	
Essential	An aptitude for teaching and some experience of teaching Late Antique and Early Medieval History
Essential	The ability to take on administrative responsibilities such as coordinating an undergraduate cohort or core undergraduate course
Essential	A publication record commensurate with career stage, and familiarity with the existing literature and research in the field of Medieval History.
Desirable	Experience with undergraduate admissions
Personal effectiveness	
Essential	Outstanding communication and interpersonal skills.
Essential	Professionalism as a colleague and a proven track record of working with others.
Technical skills	
Essential	Computer literacy and ICT competence, including the ability to engage with bespoke University and College software.

The University

Welcome to the University of Oxford. We 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.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive



workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

The History Faculty

The Faculty of History (which is the History of Art Department's parent faculty) in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, the United States, continental Europe, imperial and global history, economic and social history, intellectual history, and the history of science, medicine and technology.

In addition to Faculty postholders, there are large numbers of other scholars involved in historical research and teaching in Oxford's colleges, museums and libraries. The Faculty is located in spacious and well-equipped premises in the Old Boys' High School, George Street. The premises house a community of around 20 administrative staff and up to 25 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars.

For more information please visit: www.history.ox.ac.uk.

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest

in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: www.humanities.ox.ac.uk

Worcester College

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Worcester College is one of 38 self-governing and independent colleges at Oxford. The Colleges give both academic staff and students the benefits of belonging to a smaller, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries. Worcester is one of Oxford's most picturesque colleges, and the University's only 18th-century foundation.

Among the Fellows at Worcester is Professor Bob Harris, an 18th-century historian with a particular expertise in the history of newspapers and politics; the American Revolution has inevitably been a part of this work. The College admits nine students a year to read History and joint schools involving History.

Benefits of working at Worcester College

The person appointed will be a member of the Senior Common Room of Worcester College and entitled to free lunches and dinners during term and the admissions period.

For more information about Worcester College, please visit www.worc.ox.ac.uk.

How to apply

All applications must be made online. To apply, click on the Apply Now button on the 'Job Details' page (go to <https://www.ox.ac.uk/about/jobs/academic/index/>, click on the relevant post title) and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

You will be required to complete a number of screens with your application details. You should ensure that you supply your full contact details as shown on the screen. When prompted, please give the names and contact details of two referees: please note that we will not ask for references until after shortlisting.

In addition, please upload:

1. A full CV and publications list;
2. A supporting statement explaining how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time taken to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria for this post;

We do not require any other uploads, so please do not send us certificates, testimonials, etc.

Please upload all documents **as PDF files** with your name and the document type in the filename. Applications must be submitted by 12 noon (UK time) on the date given in the online advert.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk. Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

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. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff 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.

Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool.

See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries.

For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts.

See www.admin.ox.ac.uk/personnel/staffinfo/benefits