



Job description and selection criteria

Job title	Instructor in Biblical Hebrew
Division	Humanities
Department	Faculty of Theology and Religion and Faculty of Oriental Studies
Location	Faculty of Theology and Religion, Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG and The Oriental Institute, Pusey Lane, Oxford, OX1 2LE
Grade and salary	University Grade 6, £28,660-£34,189 with a discretionary range to £37,345 per annum, pro rata
Hours	Part-time, 75% FTE
Contract type	Fixed term until 30 September 2020
Reporting to	The Chair of the Board of the Faculty of Theology and Religion and the Chair of the Board of the Faculty of Oriental Studies
Vacancy reference	141659
Deadline	05 August 2019
Interviews	Interviews will take place in Oxford on 13 August 2019
Additional Information	Candidates should be able to commence employment no later than 1 st October 2019

Job description

Overview of the role

The Faculty of Theology and Religion and the Faculty of Oriental Studies seek to appoint an Instructor in Biblical Hebrew to commence in October 2019.

The Instructor will be expected to give on average 12 hours of instruction in every week of the University's full term (there are three terms, and the 'full term' period within each term is eight weeks) and to undertake administration, course development and examining when required.

The appointment will be fixed-term until the end of September 2020.

The teaching of Biblical Hebrew is a core element of undergraduate and post-graduate teaching in both faculties and this new post underlines the commitment both have to the language. The successful candidate will have the opportunity to work with senior postholders including the Oriel and Laing Professor of the Interpretation of Holy Scripture and the Regius Professor of Hebrew to develop

graduate provision and will also oversee graduate student teaching in Biblical Hebrew in both faculties.

Responsibilities/duties

The Instructor will be responsible for:

- the administration of the first-year Biblical Hebrew teaching;
- the delivery of first-year classes, plus associated marking;
- the delivery of teaching to graduate students, according to ability;
- teaching students who decide to take up *ab initio* Hebrew as a second ancient language (i.e. after taking the Preliminary Examination in another language);
- delivering a class on prescribed texts for graduate (taught master's) students in Old Testament studies across all three terms.
- coordinating graduate student teaching in Biblical Hebrew in both Faculties
- participating in the administration of language teaching in the two faculties including attendance at Language Teachers Group meetings and representing Language Teachers at relevant committees as and when required.

The syllabus, set texts and patterns of teaching delivery are well established, but the Instructor will be expected to develop his/her own teaching materials and will have the opportunity to consolidate some teaching and develop new provision in liaison with senior postholders.

While no research expectations are attached to the post, the Instructor will be part of the teaching team in Biblical Studies. He or she will be welcome to participate in research seminars and will have access to the full range of Oxford's libraries and electronic resources. It is hoped that, despite the high term-time teaching load, this post could also serve as a career development opportunity, supporting a research agenda in linguistic or other aspects of Old Testament study.

Selection criteria

Essential

1. Excellent command of Biblical Hebrew;
2. Excellent oral and written communication skills
3. Qualifies to at least Master's level in a subject pertinent to the teaching of Biblical Hebrew;
4. A demonstrable commitment to dynamic and effective language teaching.
5. Sufficient depth and breadth of knowledge in the subject to develop course materials
6. A willingness to take on administrative roles as required

Desirable

1. Prior experience of teaching and examining Biblical Hebrew.
2. An excellent knowledge of Biblical Hebrew literature (including Second Temple, Dead Sea Scrolls, Rabbinic and later medieval Jewish) would be desirable.
3. Fluency in Modern Hebrew would be an advantage.
4. Professional or research interests in the linguistics or pedagogy of Biblical Hebrew.
5. A completed doctorate, or a doctorate that will have been submitted by 1 September 2019.

About the University of Oxford

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 2016/17 exceeded £564m 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

About the Faculty of Theology and Religion

Theology is one of the oldest faculties in Oxford: Alexander Neckham from St Albans is recorded as giving biblical and moral lectures as early as 1193. The modern Faculty of Theology and Religion is large, with 32 academic staff (professors and lecturers), and around 90 other Faculty members who hold positions in Colleges and Halls of the University. Its students currently number c. 390 undergraduate students and 300 postgraduate students, of whom 125 are engaged on taught courses and 175 on programmes of research. The Faculty has a distinguished record for research in the discipline, supported by the rich resources of the Oxford libraries including the Bodleian and the Sackler, the libraries of the Theology and Religion Faculty itself, of the Philosophy Faculty, and of the Oriental Institute. In addition to the University libraries, there are several specialist theological collections in college libraries, as well as important printed and manuscript collections in Pusey House. The academic structure of the Faculty comprises the following subject groups: Old Testament; New Testament; History, Doctrine & Ethics; and the Study of Religion.

For further information about the Faculty, please visit: <http://www.theology.ox.ac.uk>

About the Faculty of Oriental Studies

The Faculty of Oriental Studies has over 70 postholders teaching the language, literature, history, thought and material cultures of the many civilizations of the Near and Middle East, South Asia, and the Far East. The Faculty is based in the Oriental Institute in Pusey Lane in central Oxford, where many of the teachers and other academic staff have their offices. It also houses the Faculty's administrative offices, seminar and lecture rooms, a Common Room, and a lending library with open access to about 40,000 volumes. There are more than 234 undergraduates taking honours degree courses in Oriental Studies and about 180 students on graduate taught courses.

For more information please visit: <http://www.orinst.ox.ac.uk/>.

About 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 Drawing and Fine Art. The division has responsibility for over 500 members of academic

staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1,600 postgraduate students.

The Division offers teaching and produces research of the highest international quality, which is backed by the extraordinary resources of the University's libraries and museums. The Bodleian Library, one of the great libraries of the world, has a continuous history reaching back to the late sixteenth century. Its historical collections are outstanding, and as a legal deposit library it can claim a copy of every new title published in the UK. The Bodleian is now second in size only to the British Library. Every college has its own library, many of which have important holdings of their own.

The Division's 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. The Oxford Research Centre in the Humanities (TORCH) fosters interdisciplinary engagement.

For more information about the Division, please visit: www.humanities.ox.ac.uk.

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of 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 out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

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/.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

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+/.

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