



Job Description and selection criteria

FACULTY OF MEDIEVAL AND MODERN LANGUAGES

Job title	Lecturer in Russian Language
Division	Humanities Division
Department	Faculty of Medieval and Modern Languages Sub-Faculty of Russian and other Slavonic Languages
Location	41/47 Wellington Square
Grade and salary	Grade 6: £29,176 - £34,804 (with discretionary range to £38,017) per annum
Hours	Part-Time (0.3 FTE)
Contract type	Fixed-term (1 October 2021 to 8 March 2024)
Reporting to	Chair of the Medieval and Modern Languages Faculty Board
Vacancy reference	150689



Job Description

Overview of role

This fixed-term post is to provide replacement teaching for a permanent member of staff who is on a partial research secondment elsewhere.

The 0.3 Lecturer is responsible for planning and delivering Russian language teaching within the Sub-Faculty of Russian and Other Slavonic Languages, including marking work and participating in oral examinations.

Responsibilities/duties

- To give classes in the written and the oral use of Russian up to a maximum of 5 hours a week in each week of each term;
- to prepare language teaching materials and, in consultation with the Sub-faculty of Russian and Other Slavonic Languages and the Senior Lecturer and Lecturer in Russian, to plan course programmes;
- to participate in any intensive weekend courses, or pre-sessional courses run by the sub-faculty;
- to regularly set, mark and grade students' work during the academic year;
- to take part as an assessor or additional examiner in oral examinations;
- to provide reports on attendance and progress for college tutors on students' work via Oxcort/TMS as required;
- to develop and keep up to date with innovations in pedagogical practice (an annual allowance – currently £500 – is provided for this purpose);
- to carry out administrative duties in the sub-faculty as required;

Selection criteria

Essential

- Fluency in Russian equivalent to native-speaker level;
- An undergraduate degree in Russian (or English taught in Russian) with a significant literature, language, or writing component.
- Experience in teaching Russian as a foreign language in higher education;
- Familiarity with, and an interest in, current pedagogy including the development and dissemination of new teaching materials;
- Skills in the use of technology (video, audio, IT) for language teaching;

Desirable

- A language teaching qualification or equivalent.
- Experience in developing on-line materials

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.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; 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.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Faculty of Medieval and Modern Languages will move to the Schwarzman Centre upon the completion of the project.

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

Faculty of Medieval and Modern Languages

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, history of the book, and cultural history as well as languages and literatures. The Faculty offers expertise in French, German, Italian, Modern Greek, Spanish, Portuguese, Russian, Polish and Czech, as well as in a range of other languages spoken in Europe. Colleagues across the various languages work together in various interdisciplinary projects and research centres, which bring specialists in language and literature together with historians, philosophers, and social studies scholars.

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. The Taylor Institution, a fine nineteenth-century building sharing with the Ashmolean Museum a commanding site on St Giles', contains both the Taylorian Library, the largest and best resourced Modern Languages library in the country, and the Faculty's largest teaching rooms.

The Faculty is divided into seven sub-faculties: French, German, Italian, Portuguese, Russian and other Slavonic Languages, Spanish and Modern Greek. There are 81

permanent postholders, including 9 established professorships as well as 26 individuals with the title of professor. The colleges, which are responsible for undergraduate admissions and undergraduate tutorial teaching, admit a total of about 270 students a year to read for the Honour School of Modern Languages and its joint schools with Classics, English, History, Philosophy, Oriental Studies, and in the near future, Linguistics. The Modern Languages Faculty Board is responsible for the admission and supervision of graduate students. There are about 50 graduates taking taught Masters degrees, and about 120 research students.

For more information please visit: www.mod-langs.ox.ac.uk

Sub-Faculty of Russian and Other Slavonic Languages

Overall Profile

The Sub-faculty of Russian and Other Slavonic Languages was founded more than a century ago and has an outstanding teaching and research profile. Over its history it has produced more doctorates in Slavonic studies than any other British department. The current enrolment of undergraduates reading Russian (that is, majoring in the subject) exceeds one hundred. The Sub-faculty also currently has twenty six graduate students.

The Sub-faculty has a number of permanent postholders in addition to the Chair in Russian, a Lecturer and Senior Lecturer in Russian Language. Its members, who include two experts in Slavonic linguistics, teach and research across virtually the entire spectrum of Russian literature and cultural history, from the medieval to post-Soviet period. The Sub-faculty benefits too from the presence of a number of colleagues who support the teaching of the permanent postholders and enhance the research profile of the sub-faculty. These include some tutors employed solely by colleges, research fellows and academic librarians.

For more information please visit: <https://www.mod-langs.ox.ac.uk/russian>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

To retrieve the relevant 'Job Details' page, search for ID ref (150689) at: www.jobs.ox.ac.uk or go to:

https://my.corehr.com/pls/uoxrecruit/erg_jobspec_details_form.jobspec?p_id=150689

Please ask two referees to submit a reference for you to recruitment@mod-langs.ox.ac.uk by the closing date of the post. Please ensure the reference quotes the vacancy ID ref 150689.

You will 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)

Please upload your CV and supporting statement **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on Monday 7 June 2021.

Shortlisting is expected to be held on Monday 14 June 2021.

Interviews are expected to be held on Monday 21 June 2021 via Microsoft teams.

It is unlikely that the Faculty will be able to meet the criteria for issuing a Certificate of Sponsorship for a Skilled Worker visa, applicants should therefore ensure that they already have (or will be able to secure via another route) the right to work in the UK.

Further information about the post is available from: philip.bullock@wadham.ox.ac.uk

Further information about the recruitment process is available from recruitment@mod-langs.ox.ac.uk

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 department(s).

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).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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 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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. 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: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>
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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See

<https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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 <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See

<https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including 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

<https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see

<https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/networks>

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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.