

FACULTY OF MEDIEVAL AND MODERN LANGUAGES

Job title	Departmental Lecturer in French
Division	Humanities Division
Department	Faculty of Medieval and Modern Languages
Colleges	St Anne's College
Location	41/47 Wellington Square
Grade and salary	Grade 7 £38,674 – £46,913 per annum
Hours	Full-Time
Contract type	Fixed-term (1 year from 01 April 2025)
Reporting to	Chair of the Medieval and Modern Languages Faculty Board
Vacancy reference	172495

The role

This fixed-term post is to provide replacement teaching for Professor Patrick McGuinness. The post will involve advanced teaching and independent academic research in French.

The successful candidate will contribute to the teaching of French within the Sub-Faculty of French by offering sixteen hours of lectures or seminars over the course of the year. They will also be responsible for providing eight hours a week of undergraduate tuition in French language and literature at St Anne's College.

The successful candidate will be expected to share in the teaching of the set texts for the Preliminary Examination in French, give tutorials in French literature from the mid-19th C to the present day for Paper VIII in the Final Honours School, and some of the Prescribed Authors covered on Paper XI. The candidate will also supervise extended or bridging essays as appropriate, as well as contributing to Translation into English. (Further details of these papers can be found in the appendix below.) They will also share in administration both within the Sub-Faculty of French, and within Modern Languages in St Anne's College.

The undergraduate language teaching involves translation into English for all years. (Descriptions of the relevant modules - called 'papers' in the Oxford syllabus - can be found in the Appendix.)

Responsibilities/Duties

- To give 16 lectures in the course of the academic year in the area of French;



- To give, in the College, an average of 8 contact hours of teaching in each week of Full Term, spread over the 24 teaching weeks in the academic year, covering topics in French language and literature as specified above. (The average of eight contact hours allows for between 2 or 3 students in tutorials and up to 8 students in small classes). Preparation, and the setting and marking of written work relating to the teaching will also be required;
- To share responsibility for organising the teaching of Modern Languages within St Anne's College, and to contribute to the general oversight and organisation of Modern Languages teaching within the College, including arranging teaching by other tutors for each student in each term, and acting on student feedback when necessary;
- To oversee the academic progress of undergraduate students in Modern Languages at St Anne's College, through regular meetings and termly reports, and to provide pastoral support to those students. This includes providing advice and guidance to students relating to attendance, conduct, coursework, performance, exams, and the year abroad;
- To set and mark internal practice exams at the start of each term (known as 'collections'), liaising with the other tutors in Modern Languages and the Senior Tutor as necessary;
- Providing pastoral support to students reading French (including referring matters to the Wellbeing Adviser and other members of the College's wellbeing and welfare team, as appropriate);
- To act as college adviser for some graduate students in Modern Languages at St Anne's College, as required;
- To submit accurate and timely teaching records and reports on each student taught each term using the Teaching Management System (TMS), which is Oxford's on-line reporting system for tuition;
- To engage in assessment and university examining where required;
- To participate, where appropriate, in the Visiting Student, undergraduate and graduate student admissions processes for the College and the Faculty, including taking part in undergraduate admissions interviews which take place in the first two weeks of December;
- To take part in open days and other access and outreach events, on occasion, representing French and sometimes Modern Languages in the College and the Faculty;
- To undertake advanced academic study and publish independent research in French which will underpin lectures and class teaching; and as a secondary commitment alongside teaching, to participate in the Faculty's research-related activities;
- To take an active part in the intellectual life of the College's academic community;
- To co-operate in the administrative work of the Faculty and Colleges;
- To take on any further duties, as directed by the Chair of the Faculty Board.

Selection criteria

Essential

1. The candidate should possess a good undergraduate degree, normally in French.
2. They should also possess a Ph.D. or D.Phil. in French

The selection committee will, in exceptional cases, consider applications from those still to complete their doctorate, provided that they will have submitted it by the start of the post.

3. Evidence of the ability to teach undergraduate (and graduate) students across a range of topics in modern French and francophone literature and culture at the highest level in the medium of English, whether through lectures, seminars or tutorials.
4. Evidence of the ability to produce high quality research within the field of modern French studies.
5. Fluency in French, and the ability to teach translation from French as part of the undergraduate course.
6. Fluency in English.
7. Evidence of the interpersonal skills for, and a willingness to undertake, the pastoral academic support of undergraduate students.

Desirable

- Some experience of graduate teaching and supervision.
- Experience of teaching and/or lecturing on 20th century French theatre.
- An ability to contribute to, the college's Comparative Literature ethos.

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 and 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. It includes 11 established professorships as well as 15 individuals with the title of professor and 80 permanent academic post holders. 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 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 French

Overall Profile

The Sub-Faculty of French is the largest French department in the UK, and one of the largest in the world. It has one statutory professor, 30 associate and full professors, and a senior instructor. It also benefits 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, college lectrices/lecteurs, and some academic librarians. The total membership of the Sub-Faculty is over 60.

The average annual intake of undergraduates to read French is 160. The Sub-Faculty teaches students a command of grammatically correct and idiomatic spoken and written French, the ability to write accurately and idiomatically in both French and English and to translate into and out of both languages with precision and sensitivity to a range of registers and styles. The curriculum allows students either to study a broad range of literary and other materials, to focus their studies on the medieval period, the early modern period, or the modern period up to the present day, or to concentrate on options in Linguistics. The emphasis in finals is very much on students' choice, and the main papers are supplemented by options ranging widely from sixteenth-century poetry to European Cinema, Women's Writing, Literature and the Visual Arts, or Discourses of Race.

Graduates reading French can study either for a research degree (DPhil or MLitt) or follow a taught Master's course in Modern Languages of one or two years' duration (MSt and MPhil respectively). There are also a number of other taught courses in which French can form a component (for example, in Women's Studies, Medieval Studies, and General Linguistics and Comparative Philology). The Sub-Faculty has an excellent record in supplying graduates for university posts both in the UK and across the world.

Further information will be found on the Faculty's web site: www.mod-langs.ox.ac.uk

St Anne's College

There are 39 self-governing and independent colleges at Oxford, and five permanent private halls, 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.

One of the largest Colleges in the University of Oxford, with around 860 students, of whom about 465 are undergraduates, St Anne's is down to earth, ambitious, outward facing and collaborative. Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing its legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may initially think that Oxford is not for them.

The St Anne's community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing, including as an Assistant Commissioner in the Metropolitan Police. As a charity and one of the

more modern colleges, the College's finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of a worldwide network of committed alumnae and donors.

St Anne's is ideally located in Oxford, lying in an enviable position, slightly out of the pressure of the city centre, between the Humanities Division's headquarters and some of its faculties, the soon-to-be-built Stephen A. Schwarzman Centre for the Humanities, and the Maths Institute, and the University Parks and Science area. For further information about the College, please visit www.st-annes.ox.ac.uk.

Modern and Medieval Languages at St Anne's College

The Medieval and Modern Languages School at St Anne's currently comprises three Tutorial Fellows: Professor Patrick McGuinness (French), Professor Geraldine Hazbun (Spanish), and Professor Simon Park (Portuguese), eight lecturers, and one Junior Research Fellow. The School offers combined expertise in French, Portuguese, German, Italian and Spanish. The School has a diverse group of undergraduates and graduate students, and tries to attract students from the broadest range of backgrounds. Currently there are around 32 undergraduates working towards degrees in Modern Languages, of whom around 16 (about four per year) are studying French alone, or French with another language or subject like Italian, German, Portuguese, Spanish, Arabic, Linguistics, English or History. The College is currently home to a number of graduates studying Modern Languages, either at Masters or Doctoral level.

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>.

To retrieve the relevant 'Job Details' page, search for ID ref (**172495**) at: www.jobs.ox.ac.uk or go to:

https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=172495

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)

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

As part of the application, please ask two referees to submit a reference for you to hr@mod-langs.ox.ac.uk by the closing date of the post.

Please also ensure we receive **two** reference letters to be provided by your referees.

Applicants should ask their referees to send their letters of reference **DIRECTLY** to:

HR Administrator

Faculty of Medieval and Modern Languages

University of Oxford,

41 Wellington Square, Oxford OX1 2JF

Email: hr@mod-langs.ox.ac.uk by the closing date (a letter by email is sufficient) quoting the vacancy reference **172495**.

Referees should preferably not, all be from the same institution and whenever possible one should be the applicant's current, or most recent, supervisor. **NOTE: reference letters must be received from your referees by the closing date for your application to be complete.**

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

All applications must be received by **midday** UK time on **Friday 13th December 2024** stated in the online advertisement.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>. Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>