

## FACULTY OF MEDIEVAL AND MODERN LANGUAGES

<b>Job title</b>	Departmental Lecturer in Golden Age Spanish Literature
<b>Division</b>	Humanities Division
<b>Department</b>	Faculty of Medieval and Modern Languages Sub-Faculty of Spanish
<b>College</b>	Merton College
<b>Location</b>	41/47 Wellington Square, Oxford
<b>Grade and salary</b>	Grade 7: £36,024 – £44,263 per annum pro rata
<b>Hours</b>	Full-Time
<b>Contract type</b>	Fixed-term (6 months) from 1 October 2024 to 31 March 2025
<b>Reporting to</b>	Chair of the Medieval and Modern Languages Faculty Board
<b>Vacancy reference</b>	172593

### The Role

This fixed-term post is to provide replacement teaching while the postholder Dr Alice Brooke is on leave. The successful candidate will contribute to the teaching of Spanish within the Sub-Faculty of Spanish by offering 16 hours of lectures or seminars over the course of Michaelmas and Hilary Terms. They will also be responsible during Full Term for providing on average eight contact hours a week of undergraduate tuition in Spanish language and literature for Merton College.

The successful candidate will be expected to give tutorials (small-group teaching, typically of 2–3 students), seminars, and language classes to first-, second-, and fourth-year undergraduates (and, occasionally, visiting students), and may be required to teach postgraduate seminars. The undergraduate literature teaching involves tutorials and seminars on the set texts for the first-year examinations; tutorials and seminars in Golden Age Spanish literature for second-years and finalists; and supervision of dissertations and bridge essays. Undergraduate language teaching involves translation into English and some teaching of Spanish.

Descriptions of the relevant modules (or what Oxford calls ‘papers’) can be found in the Appendix. The papers relevant to this post are those included in the first-year Preliminary course, as well as the following papers in the Final Honour School: Paper VII (Period of literature 1543–1695); Paper X (prescribed authors: Garcilaso, Cervantes, Góngora, Quevedo, Calderón, Sor Juana); and dissertations for Paper XIV. Candidates should clearly indicate in their application which areas of these papers they would be able to offer.



## **Responsibilities/Duties**

The postholder will have a single employer, the University of Oxford, and will be expected to take on the following responsibilities and duties, on the Faculty side, to the satisfaction of the Chair of the Faculty of Medieval and Modern Languages, and on the College side, to the satisfaction of the Senior Tutor of Merton College:

- To give 16 lectures or seminars in the course of the first two terms of the academic year (Michaelmas and Hilary Terms) in the areas specified above;
- To give, in the College, on average eight contact hours of teaching in each week of Full Term (each of Oxford's three Full Terms per year is eight weeks long) to cover topics in Spanish as specified above. Preparation, and the setting and marking of written work relating to the teaching, will also be required;
- To share responsibility for the teaching of Modern Languages and its joint degrees within Merton College, and 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 take on the role of Director of Studies for a number of Merton College undergraduates studying Modern Languages;
- To oversee the academic progress of undergraduate students in Modern Languages at Merton College, through regular meetings and termly reports, and the provision of academic and pastoral support, including with study skills development and providing advice and guidance relating to attendance, conduct, coursework, performance, the year abroad and welfare (referring matters to others, for example the College Welfare Team, as appropriate);
- To set and mark the termly practice exams known as 'collections';
- 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 act as College/Graduate adviser (mentor) to graduate students at the College, as required;
- To participate in the graduate admissions process;
- To participate fully in the undergraduate admissions process for Modern Languages and its joint degrees, including reading UCAS forms, marking, and interviewing for the College, which takes place in the second and third weeks of December;
- To take part in open days and other outreach events, on occasion, representing Spanish and sometimes Modern Languages in the College and the Faculty;
- To engage in assessment and university examining where required;
- To undertake advanced academic study and publish independent research 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 College, including serving on committees developing academic strategies/policies and contributing to access and outreach activities. It is expected that the appointee will take on an administrative role in the sub-faculty of Spanish;
- To take on any further duties, as directed by the Chair of the Medieval and Modern Languages Faculty Board.

## **Selection criteria**

### **Essential**

1. A good undergraduate degree in Spanish.
2. A doctorate in the field of Golden Age Spanish literature. The selection committee will, in exceptional cases, consider applications from those still to complete their doctorate, provided that they have submitted it by the date of application for the post.
3. Evidence of the ability to teach undergraduate students across a range of topics in Spanish literature 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 their own field of expertise. Such evidence should include publicly available peer-reviewed research.
5. Exceptional fluency in Spanish, and the ability to teach it at undergraduate levels within the Oxford course.
6. Exceptional fluency in English.
7. Evidence of the interpersonal skills for, and a willingness to undertake, the pastoral care of undergraduate students.

### **Desirable**

- Experience of graduate teaching and supervision.

## **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**

Oxford's departments and colleges 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.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and a large number of University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at <http://www.ox.ac.uk/about/organisation/finance-and-funding>), and regularly creates spinout companies based on academic research generated within and owned by the University. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body, who are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## **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; Asian and Middle Eastern 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 4,100 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. 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 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 building will include performing arts and exhibition venues designed to engage the Oxford community and the public at large and attract new audiences. Modern amenities and digital capabilities will finally allow for the full breadth of Oxford's unparalleled collections and research in the Humanities to be shared externally.

For more information please visit: [www.humanities.ox.ac.uk](http://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, a fine nineteenth-century building sharing with the Ashmolean Museum a commanding site on St Giles', which 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, Asian and Middle Eastern 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](http://www.mod-langs.ox.ac.uk).

## Sub-Faculty of Spanish

### Overall Profile

The Sub-Faculty of Spanish, home to the King Alfonso XIII Professor, is one of the leading departments of Hispanic Studies in the world. It comprises thirteen full-time post-holders who offer expertise in medieval, Golden Age, modern Spanish peninsular, and Latin American literature and culture, as well as Spanish language and linguistics. Catalan and Galician are also taught by *lectores*. The Sub-Faculty runs a series of stimulating and well-attended seminars in term-time and hosts the Forum for Iberian Studies as well as other lectures, symposia, and conferences. There is a lively and diverse graduate body working in all of the areas of specialism offered by the Sub-Faculty.

Further details about the Sub-Faculty and its members can be found here: [www.mod-langs.ox.ac.uk/spanish](http://www.mod-langs.ox.ac.uk/spanish).

## Merton College

Merton College was founded in 1264 by Walter de Merton, and is one of the oldest colleges in Oxford. It was the first fully self-governing college in the University of Oxford and was originally founded for twenty fellows, with undergraduates being formally admitted in the early 1380s. Over the centuries, many eminent scholars and cultural leaders have called Merton home including three Nobel Prize winners and an Abel Prize winner. Merton College has a strong commitment to excellence in research and teaching across a range of subjects in the Humanities, Social Sciences and the Sciences.

The College strives to create a diverse, welcoming, inclusive and supportive community in which its students can thrive. The Merton community currently comprises around 590 students (320 undergraduates and 270 postgraduates), some 70 Fellows, 50 other academic staff and over 100 members of support staff.

In addition to the benefits outlined elsewhere in this document, the postholder will be entitled to free meals at the Common Table of the College when the kitchens are open (with certain designated exceptions) and to membership of the Senior Common Room, for which a charge is payable.

Information about Merton College can be found at <http://www.merton.ox.ac.uk>.

## Modern Languages at Merton College

Merton College typically admits nine undergraduates a year to read Modern Languages and the associated Joint Schools with Linguistics, Classics, English, History, and Philosophy. Of these, there are typically 12–14 students on course at any one time studying Spanish.

Merton has a sizeable and lively graduate community, including 10 graduates currently reading for higher degrees in Modern Languages.

The postholder will work closely with Merton's Tutor in French (Professor Ian Maclachlan), as well as a range of colleagues in other modern languages and in joint degree subjects.

Information about Merton College can be found at: <http://www.merton.ox.ac.uk>.

## 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.

As part of your application you will be asked to provide details of **two** referees and indicate whether we can contact them.

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 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 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 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](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 academic posts of 30 September immediately preceding the 70<sup>th</sup> birthday. See <https://hr.admin.ox.ac.uk/the-ejra>.

For existing employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at <https://hr.admin.ox.ac.uk/the-ejra>.

### **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](http://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 the Work+Family Space, 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](http://www.newcomers.ox.ac.uk).