



Job description and selection criteria

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| Job title | Instructor in Ancient Greek and Latin (2Posts) |
| Division | Humanities |
| Department | Faculty of Classics |
| Location | Ioannou Centre for Classical and Byzantine Studies, 66 St Giles, Oxford |
| Grade and salary | Grade 6: £32,332 - £38,205 per annum (pro rata) |
| Hours | Post 1: 1FTE for 12 months (37.5 hours per week) Post 2: 0.87FTE for 9 months (33 hours per week) |
| Contract type | Post 1: Fixed term, full time, 01 October 2024 to 30 September 2025 Post 2: Fixed term, part time, 01 October 2024 to 30 June 2025 |
| Reporting to | Mrs Juliane Kerkhecker (Grocyn Lecturer) |
| Vacancy reference | 173636 |
| Additional information | The closing date for applications is midday on 12 July 2024. Shortlisting will take place the following week and interviews are expected to be held the week beginning the 29 July 2024 |

The role

The Faculty of Classics seek to appoint one full time and one part time (0.87FTE), fixed term Instructors in Ancient Greek and Latin, both on grade 6. Both roles are responsible for planning and delivering Greek and Latin language teaching within the Faculty under the direction of the Grocyn Lector, including marking work, participating in examinations, with administrative duties.

Responsibilities

The successful candidates will be expected to:

- Teach graduates and undergraduates, both beginners and advanced students, to develop and extend grammatical mastery, vocabulary, reading/ declaiming, scansion, translation from the



language, translation into the language and linguistic analysis of texts as required by the Faculty. For post 1 this will require 300 hours of teaching and for post 2, 280 hours.¹

- Contribute to the development of the language teaching curriculum for Ancient Greek and Latin language in conjunction with the Grocyn Lector;
- Plan lessons and prepare lesson materials;
- Identify learning needs of students and define appropriate learning objectives;
- Provide reports on attendance and progress for tutors on students' work as required, usually via Oxcort and similar systems;
- Co- Set, mark and grade formative assessments;
- Carry out marking duties for admission language tests and participate in admissions interviews;
- Act as an assessor;
- Set summative assessments and act as an examiner/ assessor, when required;
- Co-set examination papers;
- Support the Grocyn Lector in coordinating and organising language instruction for Greek and Latin language, including supporting new graduate instructors, participating in training for new instructors and conducting mentoring visits;
- Contribute to outreach activities, including, but not limited to, intensive languages courses, Open Days, pre-sessional and bridging programmes, and UNIQ activities;
- To undertake any other tasks commensurate with the grade, as directed by the line manager or Faculty Board Chair.

Selection criteria

Essential

- A first degree in a relevant subject area.
- A completed, or be soon to complete, doctorate.
- Outstanding competence in both ancient languages.
- Proven language teaching skills.
- Language teaching experience.

Desirable

- Language teaching qualification.
- Familiarity and competency with IT and a willingness to work on databases and online materials, such as materials on Canvas etc.
- Experience and willingness to teach other topics on the undergraduate syllabus.

¹ Undergraduate classes for Classics and Joint schools (CML, CE, COS) – the faculty usually runs 5 -6 parallel elementary and consolidation Greek classes, 2-3 elementary and consolidation Latin, 10-12 Latin MILC, 5-7 Greek MILC, ca 20-30 reading classes (total ca. 230 students):

- Year 1: elementary (two terms, 5h/week), continuation (1 term, 1. h/week), consolidation (MILC) (2 terms, 1 h/week), reading (1 term, 2. h/week)
- Year 2: continuation (1.5 terms, 0.5 h/week), reading (1 term, 1.5h/week)
- Year 3: elementary (two terms, 5h/week), continuation (1 term, 1. h/week), reading (1 term, 2. h/week)
- Year 4: continuation (1.5 terms, 0.5 h/week), reading (1 term, 1.5h/week)

(2) Undergraduates in CAAH, AMH and interested historians: the faculty offers usually one class for each type, sometimes two beginners Latin classes (ca. 50 students):

- Year 1: beginners , intermediate and advanced (beginners and intermediate classes run for two terms, 3h/week and for 1h/ week in the third term; advanced level classes join the graduate intermediate provisions)
- Year 2/3: beginners , intermediate and advanced (beginners and intermediate classes run for two terms, 3h/week and for 1h/ week in the third term; advanced level classes join the graduate intermediate provisions)

(3) Graduates from all faculties: the faculty offers each class in both languages every year (ca. 50-70 students):

- Beginners (2.5-3 terms, 3h/week), intermediate (2.5-3 terms, 1.5h/week)

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 faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology, 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 1600 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 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 Classics will not move to the Schwarzman Centre, but will continue to be based in its current premises at the Ioannou Centre, St Giles, Oxford.

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

Faculty of Classics

The Faculty of Classics is the largest department of Classics in the world; it focuses on research and teaching in ancient Greek and Roman culture, civilisation, and history between around 1100 B.C. and A.D. 600. Particular subjects include the study of the ancient Greek and Latin languages, and of literature and documents composed in either, and the histories, cultures and societies of those who used those languages as a mother-tongue or as a principal mode of discourse. The faculty comprises the two sub-faculties of Greek and Latin Languages and Literature and of Ancient History and Classical Archaeology and currently has about 53 permanent academic post-holders. Faculty members also include researchers employed on fixed-term contracts, and research and teaching staff employed by the colleges.

As in most other Humanities faculties in Oxford, undergraduate teaching in Classics is organised primarily by the colleges, which also manage undergraduate admissions and student welfare. The sub-faculties and the Classics Faculty Board are responsible for devising the syllabus in the relevant areas for undergraduate courses, for appointing examiners, and for providing lectures and classes to complement the college teaching (known as tutorials). The Faculty Board controls the admission and supervision of graduate students through its Graduate Studies Committees. There are currently about 85 graduate students in Classical Languages and Literature, 65 graduate students in Ancient History and about 75 in Classical Archaeology (the latter are admitted through the Graduate Studies Committee of the School of Archaeology) reading for higher degrees (the MLitt and DPhil by thesis, and the MSt and MPhil which are normally a mixture of thesis and taught course).

The faculty is based in the Ioannou Centre for Classical and Byzantine Studies, at 66 St Giles', although many activities are also based in colleges. The Ioannou Centre is home to the faculty office (including the IT Officers), several of its research projects and a number of academic staff, including Byzantine Studies and the Classics language teaching staff. It includes facilities for graduates, and acts as a focal point for staff and graduate students in all aspects of Classical studies. It is open throughout the year, and in addition to providing the space for teaching and research, it plays host to a range of seminars, conferences, school visits, exhibitions and other events. Being in close proximity to the Sackler Library, the Ashmolean Museum, the Faculty of Oriental Studies and the Faculty of Medieval and Modern Languages enhances the opportunities for those working in the faculty.

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

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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 now.

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

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>.

Non-technical questions about this job should be addressed to the recruiting department directly by emailing recruitment@classics.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 online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

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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, 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 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.