

DEPARTMENT FOR CONTINUING EDUCATION

Rewley House, 1 Wellington Square, Oxford OX1 2JA

Tel: +44 (0)1865 270360

personnel@conted.ox.ac.uk www.conted.ox.ac.uk



Summary

Job title	Departmental Tutor in German
Department	Continuing Education, Language Centre
Location	12 Woodstock Road, Oxford OX2 6HT
Grade and salary	Grade 6: £32,332 - £38,205 per annum
Hours	Full-time (37.5 hours per week)
Contract type	Permanent
Reporting to	Marion Sadoux, Director of the Language Centre
Vacancy reference	173650

The role

The role of our language tutors is to design and deliver blended learning language courses through classroom-based (in person or online) and technology enhanced learning (via the University VLE, Canvas) across the Language Centre's portfolio of programmes. Work in support of teaching will include contributing to curriculum development and review, assessment and examination, quality assurance and professional development, to ensure that the Language Centre's offering reflects the high standards of excellence of the University of Oxford.

Our language tutors teach a variety of daytime and evening classes during the academic term and as agreed outside term time. Classes are taught during the three eight-week university terms, with additional intensive courses taught in the most popular languages in weeks 8-10 at the end of each term in semi-intensive mode. Tutors may also contribute to summer courses and events held outside the academic calendar. Most classes are held at the Language Centre, some are delivered on departmental or college premises and some are taught online. Tutors teach to small groups (maximum class size usually 16), usually following an existing or updated learning pathway that learners engage with prior to their class. Tutors have the stimulating responsibility of working with language learners from diverse cultural, linguistic and academic subject areas – learners who are predominantly offer-holders and students, university and staff, their partners, academic visitors, alumni and some members of the public. Tutors will work in a team spirit with other language tutors, particularly any other tutors in the language(s) they teach themselves. In line with departmental objectives, language tutors are expected to actively endorse the Centre's vision and mission and to deliver courses benchmarked to the Common European Framework of Reference for Languages (CEFR). Tutors are expected to undertake regular CPD activities internally and externally in order to maintain a rigorous and up to date professional profile.



Responsibilities

1. Deliver language teaching within the relevant programmes through classes, one to one tutorials etc as required by the programme format.
2. Develop knowledge of the relevant programmes, their methodologies, purposes and assessment, in order to prepare classes for delivery.
3. Plan classes within the relevant programme, updating or make use of the required learning pathway for the course, prepare students for course assessments, discussing these materials with other tutors.
4. Monitor, moderate and give feedback to learners' online work in learning pathways, and in class learning tasks in a timely fashion.
5. Take part in continuous and summative assessment, singly and with other tutors.
6. Examine student performance.
7. Set and mark tests or examination papers, in collaboration with other tutors.
8. Participate in the annual registration of students on the various language courses, liaising with students and other language tutors, monitoring language level evaluation tests.
9. Follow weekly class attendance monitoring procedures.
10. Participate in the Language Centre's quality assurance and enhancement processes, adapting teaching delivery to student feedback as necessary.
11. Maintain good communication with students, advising on any queries and providing guidance as necessary.
12. Liaise with other tutors teaching the same language and/or on the same programme, collaborate with the Language Coordinator(s), reporting ultimately to the Head of Modern Languages
13. Attend staff meetings and professional development events and participate in other language group meetings as required.
14. Share skills and expertise in relevant networks within and outside the University.
15. Maintain an awareness of current research and developments in language teaching.

Selection criteria

Essential selection criteria

Ref.	Criteria	Stage of the recruitment process when criteria will be considered (marked with 'x'):		
		Shortlisting	Practical Exercise	Interview
E1	A native (preferred) or near-native speaker of German			✓
E2	A first degree or equivalent qualification	✓		
E3	Experience of teaching German in higher education at all levels and of creating and developing appropriate course materials within a given framework	✓		
E4	Effective communication skills in English, both written and verbal	✓	✓	✓
E5	Excellent interpersonal skills, with experience of working with a range of students from a variety of cultural and linguistic backgrounds	✓		✓
E6	Ability to convey complex information (such as on grammatical, syntactical and etymological structures) clearly and to provide detailed explanations – to specialists and non-specialists – of how complex linguistic systems work		✓	✓
E7	Ability to work effectively within a team, to make collaborative and independent decisions		✓	✓
E8	Cultural awareness enabling interaction and co-operation in a multicultural environment			✓
E9	Excellent organisational skills, including punctuality, prioritising own workload and working accurately to strict deadlines and quality standards		✓	✓
E10	Proficiency in and commitment to using digitally based, VLE and multimedia materials in language teaching and learning	✓	✓	✓

Desirable selection criteria

Ref.	Criteria	Stage of the recruitment process when criteria will be considered:		
		<i>Shortlisting</i>	<i>Practical Exercise</i>	<i>Interview</i>
D1	Relevant teaching qualification	√		
D2	A Master's degree in a relevant applied field	√		
D3	Membership of relevant professional networks	√		

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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.

Department for Continuing Education

The Department for Continuing Education is one of the University's largest departments and every year has circa 15,000 student enrolments on its courses and programmes. Our main areas of work are in continuing and professional education, and we engage with individuals and organisations locally and globally. The Department is headed by the Director, and the senior management team. There are over 200 members of staff in the Department. Departmental facilities include a Residential Centre (with a hotel and catering operation), Common Room, Library, Lecture Theatre and a range of teaching and computing rooms, many with state-of-the-art facilities for hybrid teaching. We have a dedicated online course production unit, Technology-Assisted Lifelong Learning (TALL), which specialises in course development and consultancy.

For more information please visit: www.conted.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
personnel@conted.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.

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. 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/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

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>