

FACULTY OF MEDIEVAL AND MODERN LANGUAGES

Job title	Career Development Fellow in Spanish Language Teaching
Division	Humanities Division
Department	Faculty of Medieval and Modern Languages Sub-Faculty of Spanish
Location	The Stephen A. Schwarzman Centre for the Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 5: £31,459 -£36,616 per annum
Hours	Full-Time
Contract type	Fixed-term (3 years) 01 September 2025 to 31 August 2028
Reporting to	Senior Lecturer in Spanish
Vacancy reference	179092
Additional information	<i>This position has 2 vacancies.</i>

The role

This role is designed as a three-year career development role (beginning on 1 September 2025) for individuals seeking a career in Higher Education language teaching, and encompasses a three-year development programme (outlined in Appendix A). Individuals will be appointed a mentor and will be expected to develop and maintain their own learning objectives through the programme.

The CDF is responsible for delivering language teaching within the sub-Faculty, including marking work and participating in oral examinations.

This three-year programme is designed to provide training and development for individuals who are comparatively new to a career in language teaching, and as such applicants who have already held a substantively similar post for any significant period of time will be not eligible to apply.

Responsibilities/Duties

- To give classes in the written and the oral use of Spanish (including translation classes) up to a maximum of 14 hours a week in each week of each term;
- 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 in oral examinations;



- to provide reports on attendance and progress for college tutors on students' work via TMS as required;
- to carry out administrative duties in the sub-faculty, 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 participate in the Career Development Programme (as outlined in Appendix A).

In addition to the duties above, individual posts may, as at present, require other reasonable duties appropriate to the grade.

Selection criteria

Essential

- Fluency in Spanish equivalent to native-speaker level;
- An excellent command of spoken and written English (equivalent to C1 CEFR or Cambridge Advanced);
- Have been recently resident, studying or travelling (for a significant period), in a Spanish-speaking country with a good understanding of the cultural context of the country and its language;
- An undergraduate degree in English/Spanish, with a significant literature, language, or writing component;
- Recent experience in teaching Spanish as a foreign language at university level, including oral, writing and translation;
- Skills in the use of technology (video, audio, IT) for language teaching;
- An interest in working with a range of modern techniques of language teaching.

As this is a career development post, applicants should not have previously held a substantively similar post.

Desirable

1. Experience of and/or willingness to contribute to projects related to the creation of materials for language teaching and/or the promotion of Spanish language and culture more widely.

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.

From September 2025, the Faculty of Medieval & Modern Languages will be based at the [Stephen A. Schwarzman Centre for the Humanities](#). The Schwarzman Centre is a dynamic hub dedicated to the Humanities. The building brings together seven Humanities faculties, the Humanities Divisional Office, a new library and boasts cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study.

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 Tylorian 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 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 fifteen full-time post-holders who offer expertise in medieval, Golden Age, modern peninsular, and Latin American literature and culture, as well as Spanish language and linguistics. Catalan and Galician are also taught by lecturers. 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

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 (179092) at: www.jobs.ox.ac.uk or go to:
https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=179092

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 you will be asked to provide details of two referees and indicate whether we can contact them now.

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 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.

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>

APPENDIX A: CAREER DEVELOPMENT PROGRAMME FOR CDFS IN THE FACULTY OF MEDIEVAL AND MODERN LANGUAGES

CDFs in the Faculty of Medieval and Modern Languages are provided with a structured career development programme alongside their teaching duties and tailored to their particular requirements. They will be appointed a mentor who is an experienced language lecturer to offer advice and support.

During their three-year contract, CDFs will have the opportunity to discuss with the Senior Lecturer and their mentor various aspects of language teaching, and will benefit throughout from the shared experience of other language teachers across the Faculty and University Language Centre. Throughout the programme they (in conjunction with the Senior Lecturer) will develop and maintain learning objectives for their period at the Faculty.

CDFs are eligible for an annual allowance of £500 to enable them to keep up to date with innovations in pedagogical practice (for example attending conferences or training relating to language teaching).

YEAR 1

As soon as possible after commencing the programme, individuals will meet with the Senior Lecturer to develop a series of learning objectives for their time on the programme. These will be reviewed on an annual basis and at the end of the programme.

Introduction to the Faculty of Medieval and Modern Languages

During their first week in the Faculty, CDFs will meet with the Senior Lecturer in Spanish language who will introduce them to their sub-faculty colleagues, provide information about the academic courses, teaching timetable and technical resources, and arrangements for documenting student progress and providing feedback reports using various web-based systems. The Senior Lecturer will also observe several classes, advise on marking, and discuss ideas for improvements.

Introduction to the Language Centre

CDFs are also encouraged to visit the University Language Centre in Woodstock Road and to attend Staff Development Seminars particularly in relation to new technology and developments in a variety of media.

2nd and 3rd terms

CDFs will participate in the relevant Intensive Course for final year students, with advice from the Senior Lecturer. CDFs will also participate in Orals for the Final Honour School students and other formal assessment, with advice from the Senior Lecturer and co-examiners.

CDFs will be encouraged to participate in cultural or other events organised for/by students where available, and to begin to plan activities for the Summer Vacation.

Summer Vacation

The Summer Vacation provides an ideal opportunity to ensure recent cultural immersion linked to course-based learning outcomes or to update skills, accumulate further information on innovative teaching practice, attend summer schools, etc. Some CDFs may be asked to participate in any Pre-Sessional Course before Michaelmas Term.

The Summer Vacation will also provide an opportunity to review their learning objectives for the first year and update them for the remaining two years.

YEAR 2

CDFs will be expected to register for and participate in the Teaching, Learning and Educational Leadership Recognition Scheme course in their 2nd year.

[Teaching, Learning and Educational Leadership Recognition Scheme \(Fellowship Pathway\) – Centre for Teaching and Learning \(ox.ac.uk\)](https://www.ox.ac.uk/teaching-learning-educational-leadership-recognition-scheme-fellowship-pathway)

The course is aimed at individuals who wish to develop their learning and teaching practice in higher education, and it leads to gaining Fellowship in the Higher Education Academy. It includes 6 workshops in Hilary/Trinity Term and involves the submission of a portfolio.

During second year

The Senior Lecturer will assign the CDFs their classes for their second year at Oxford. Participation in the Intensive Course and Orals will be expected.

CDFs are also encouraged to make use of the Language Centre and to attend Staff Development Seminars, and to make use of other courses available at the OLI.

CDFs will be encouraged to participate in any outreach activities to prospective students considering the study of modern languages at university that the sub-faculty might run.

Summer Vacation

The Summer Vacation will mainly be taken up with completing written assignments for the ATL course. Some CDFs may be asked to participate in any Pre-Sessional Course before Michaelmas Term.

In addition, they will meet with the Senior Lecturer to review and update their learning objectives for the programme.

YEAR 3

CDFs will submit their portfolio for the Teaching, Learning, and Educational Leadership Recognition Scheme to apply for recognition as a Fellow of the Higher Education Academy (FHEA).

During third year

The Senior Lecturer will assign the CDFs their next series of classes. Participation in the Intensive Course and Orals will be expected.

CDFs will be encouraged to develop language teaching materials or other output using a range of media based upon theory and practice from their OLI course, and building on student feedback.

CDFs will be encouraged to participate in outreach activities to prospective students considering the study of modern languages at university that the sub-faculty might run.

CDFs are also encouraged to make use of the Language Centre and to attend Staff Development Seminars and to make use of other courses or networks available at the OLI or elsewhere.

The Senior Lecturer and mentor will provide advice for career development discussions and encourage participation in other development activities such as administrative or organisational tasks within the sub-faculty. Opportunities for applications for further studies, or for further employment will be discussed at regular meetings, with advice on producing effective CVs, interview techniques and other activities.

CDFs will be asked to write a brief report of their Career Development Programme and their progress towards their learning objectives at the end of their contract with the Faculty in order to benefit future participants.