

DEPARTMENT FOR CONTINUING EDUCATION

Rewley House, 1 Wellington Square, Oxford OX1 2JA

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Summary

Job title	Departmental Tutor
Department	Continuing Education
Location	Rewley House, 1 Wellington Square, Oxford, OX1 2JA or Ewert House, Summertown, Oxford, OX2 7DD
Grade and salary	Grade 6: £34,982 - £40,855 per annum
Hours	Part time (0.08 FTE)
Contract type	Permanent
Reporting to	Leah Clark
Vacancy reference	179857
Additional information	<i>History of Art: Global Renaissance</i> The teaching sessions for the 2025-2026 academic year will take place on Tuesdays from 2pm-4pm, Wednesdays from 10am-12pm at Ewert House and select Fridays from 10am-5.30pm at Rewley House and in museums.

The role

Departmental tutors design and deliver a variety of classes/courses across the Department's portfolio of programmes. This teaching is delivered throughout the calendar year. Most classes are held at the Department for Continuing Education, although some may be delivered on University or College premises, or online.

They work in support of teaching which includes contributing to curriculum development and review, assessment and examination, quality assurance and professional development. The role holder will design content or learning materials within existing frameworks and make appropriate modifications to existing materials on the basis of the knowledge or experience of the learner(s).

Departmental Tutors work collegiately with colleagues, sharing in collaborative decisions affecting the course and proposing and implementing improvements to working methods, to ensure high standards are maintained.



We are seeking a part-time tutor to teach on our courses in the History of Art, with a specialism in the History of Art of the Global Renaissance.

We are specifically seeking a candidate whose research and teaching engages with current critical and theoretical debates in the discipline, and who has excellent teaching and pedagogical skills. The candidate's research should focus on the art of the 'Global Renaissance,' specialising in transcultural material culture and art in the early modern world. Candidates will need to be able to teach on Italian Renaissance art in a global context. We encourage applications from scholars whose research and teaching engage with issues such as imperial and colonial histories and legacies; materiality and making; gender and sexuality; ecology and the environment; race and racialisation; or class, poverty and inequality and whose work and teaching takes a transnational or cross-cultural approach.

Responsibilities

- Lecture, teach, and supervise undergraduate and postgraduate students and other lifelong learners.
- Teach in person and online across the full range of provision in the History of Art subject area as appropriate: this may include award-bearing courses, accredited short courses, day and weekend events, CPD and summer schools.
- Produce accessible and inclusive course materials and activities, reading lists, and reference guides
- Plan classes within the relevant confirmed programme, reviewing and updating course materials
- Engage in assessment and marking
- Maintain good communication with students, advising on any queries and providing guidance as necessary.
- Act as first point of contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others)
- Participate in student admissions processes
- Gather and analyse feedback from students and colleagues, and modify course design, content, or delivery as appropriate
- Engage with relevant professional development activities and scholarship appropriate to the discipline and in line with departmental needs
- Contribute to collaborative projects with colleagues at the University and share skills and expertise in relevant networks within and outside the University.
- Maintain an awareness of current research and developments in pedagogy.

Selection criteria

Essential selection criteria

- A commitment to working in accordance with the department's Mission, Vision and Values
- Doctorate, or relevant professional experience, relevant to History of Art of the Global Renaissance
- Experience of supporting adult learners and diverse learner groups in making the most of their studies
- Experience of teaching and assessment
- Evidence of deploying insights from disciplinary and/or pedagogic research and scholarship in teaching
- Sufficient depth and breadth of knowledge in the field of Global Renaissance Art History to develop course materials
- Publication record in Global Renaissance Art History
- Demonstrates excellent organisation and communication skills to undertake the responsibilities of the role
- Ability to work effectively with academic and professional services colleagues demonstrating well-developed interpersonal skills

Desirable selection criteria

- Holds or working towards relevant teaching qualification
- Associate Fellowship of the Higher Education Academic (AFHEA)
- Membership of relevant professional networks
- Familiarity with pedagogic methods in lifelong learning

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.

If you would like to discuss the post, contact Dr Leah R. Clark (leah.clark@conted.ox.ac.uk),
Director of Studies in History of Art.

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.

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

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 (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>