

Magdalen College, Oxford

Keble College, Oxford

LECTEUR / LECTRICE (LANGUAGE TEACHING ASSISTANT IN FRENCH)

1 October 2024 – 30 June 2025

FURTHER PARTICULARS

Magdalen College and Keble College propose to appoint jointly a Lecteur / Lectrice from 1 October 2024 to 30 June 2025. The Lecteur / Lectrice role supports French language teaching across both colleges, and during term the appointee will be expected to spend a portion of their working time on site at each college. The appointee will be required to teach spoken and written French at a high level, and must be fluent in the language. Responsibility as lead college and employer rotates between the two colleges on an annual basis; for the academic year 2024-25 Magdalen will be the lead college. This is an early-career post, fixed-term and non-renewable, ideally suited to an individual who has completed a Master's degree in the humanities and intends to pursue doctoral work. Potential applicants are invited to find out more about the colleges via their websites:

<https://www.magd.ox.ac.uk/>

<https://www.keble.ox.ac.uk/>

Main Duties

The post-holder will be required to provide teaching in French language to undergraduates across three years (1st, 2nd, and 4th year; the 3rd year is usually spent abroad). The primary task is to conduct oral classes and prepare students to sit the oral examinations set by the University. The post-holder will also be asked to teach summary- and essay-writing in French, covering a range of topics in culture and current affairs. Teaching will be under the direction of the French Tutors at each college, in line with that college's particular needs.

Responsibilities/duties

- To provide eight contact hours per week of teaching (4 hours per week for each college), averaged over the three Oxford teaching terms, and work associated with that, e.g. preparation and marking. Classes normally consist of between 4 and 8 students.
- To teach written and oral French (all aspects of the language: essays in French on current affairs or broad cultural subjects, summary exercises, and French conversation).
- As directed, to set, mark, and grade students' work regularly during the academic year, providing continuous written and oral feedback for development.
- To assess students' performance and progress, and to submit end-of-term reports on each student.
- To set formal college tests/mock exams ('Collections') when asked by the college Tutor (usually at the beginning of each term), and to act as an assessor (i.e. examiner) in the University's Final-Year oral examination, when invited to do so.
- If requested, to support the Admissions process for the recruitment of new undergraduates (in November and December), including assessing the language test and participating in interviews.
- To report regularly to the French Tutors in each college, e.g. on student progress.
- To take an interest in the welfare of the students.

- To engage with the students informally out of class in ways appropriate to encouraging their engagement with francophone culture and the French language.
- To support students with planning and applications for Year Abroad visits to a francophone country.
- Other reasonable duties as directed by the French Tutors at the two colleges.

Selection criteria

Applications will be judged only against the criteria set out below. Applicants should make sure that their application describes very clearly how they meet these criteria, with reference to prior experience where applicable.

Essential

Applicants should:

- have outstanding fluency in French;
- have an excellent understanding of, and ability to explain, French grammar and a sensitivity to style and register in French and English;
- have recently been resident, studying, or travelling (for a significant period) in a French-speaking country, with a good understanding of the cultural context of the country and its language so as to convey topical knowledge and enthusiasm to students in a teaching and extra-curricular context;
- have a good command of written and spoken English;
- be able to teach and assess the French language to the highest level using appropriate and up-to-date techniques, including the use of a range of media;
- have excellent communication and social skills, including an engaging and inclusive approach;
- have excellent organisational ability;
- have successfully completed a Master's degree in a humanities subject, preferably with a specialism in literature, linguistics, or philosophy, with a view to pursuing doctoral work.

Desirable

- have a willingness to contribute to projects related to the creation of materials for language teaching and/or the promotion of French language and francophone culture more widely.

Salary and benefits

The salary will be in the range £25,138 - £28,759 per annum (with discretionary range to £31,396 per annum), depending on experience. The salary will be paid monthly in arrears for nine months, with the post-holder therefore receiving 3/4 of the annual salary. The post-holder will also be eligible to join the Universities Superannuation Scheme (USS), further details of which can be found on its website: <https://www.uss.co.uk/newjoiner>.

The post-holder will be a member of each college's Senior Common Room and Middle Common Room; the former is the community of Fellows and Lecturers at the college, the latter the community of graduate students. They will be entitled to two free SCR meals per week at each college; and may take other meals at their own expense with students. Such an arrangement facilitates the execution of the varied roles of this post. Given the nature of the post, it would be normal for the appointee to reside in College accommodation. Accordingly, Magdalen College will offer the appointee a study/bedroom for the duration of the contract; the cost of rental is likely to be in the region of £1,122 per month (inclusive of bills, but exclusive of council tax).

Right to Work

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of their eligibility for employment **before** taking up the post. The appointment will be subject to provision of proof of the right to work in the UK, and a UK visa may be needed. In these circumstances the lead college, with support from the University's Staff Immigration Team, will support and advise the applicant through this process.

Further information is available at: <http://www.ukba.homeoffice.gov.uk/workingintheuk/>.

How to apply

Applications, consisting of a completed cover sheet (including the names and addresses of two referees), a detailed letter (setting out the candidate's suitability for the post), and a *curriculum vitae*, all three in English, along with a statement of about 300 words in French outlining the candidate's particular interests in French language and culture, should be sent by email to Miss Liz Howdill, Academic Administrator at Magdalen College (liz.howdill@magd.ox.ac.uk), by noon on Friday 12 April 2024. **Applicants should ask referees to email their references directly to the Academic Administrator by the same deadline without further prompting.** They should ask their referees to comment in particular on the applicant's suitability for this post and their potential or ability as a language teacher. Any information referees give will be treated in the strictest confidence. However, they are advised that under the terms of the Data Protection Act, all references are potentially disclosable to the applicant.

Magdalen College and Keble College are equal opportunities employers. Applications are particularly welcome from women and from Black, Asian, and Minority Ethnic candidates, who are under-represented in academic posts in Oxford.

It is expected that interviews for this position will be held remotely (via Microsoft Teams) on the morning of Tuesday 23 April 2024, and we expect to contact short-listed candidates by Tuesday 16 April 2024 at the latest.

Special arrangements

The colleges welcome applications from candidates who have a disability. These documents will be made available in large print, audio, or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

Recruitment Monitoring

A Magdalen College Recruitment Monitoring Form will be found alongside a Word version of the application cover sheet for this post at the following page on the Magdalen College website:

www.magd.ox.ac.uk/job-vacancies.

Applicants are requested to complete the form and return it to Human Resources, Magdalen College, Oxford OX1 4AU (or by email to human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy, which can be found at www.magd.ox.ac.uk/other-policies/data-protection/.

**Lecturership Application
Cover Sheet**

Please complete all sections of this form, in capitals, and submit it together with a detailed letter, which sets out your suitability for the post, and a full curriculum vitae, all in English, along with a statement of about 300 words in French outlining your particular interests in French language and culture.

SURNAME: **FIRST NAMES:**

TITLE:

Postal Address:	
Telephone No:	
E-mail address:	
University/College attended (with dates):	
Appointments held (with dates):	
Referees (please give name, full address, and e-mail address):	<div>1.</div> <div>2.</div>

How did you hear of this post?

Signature:

Date: