Keble College, Oxford

Magdalen College, Oxford

LECTEUR / LECTRICE (LANGUAGE TEACHING ASSISTANT IN FRENCH)
1 October 2021 – 30 June 2022
FURTHER PARTICULARS

Keble College and Magdalen College propose to appoint jointly a Lecteur / Lectrice from 1 October 2021 to 30 June 2022. 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 2021-22 Keble 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 and has further academic ambitions. Potential applicants are invited to find out more about the colleges via their websites:
https://www.keble.ox.ac.uk/
https://www.magd.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 deliver 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 and to engage with them 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.

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 £22,417 - £25,941 per annum (with discretionary range to £28,331 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 their 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, Keble College will offer the appointee a study/bedroom for the duration of the contract; the cost of a nine-month rental is likely to be in region of £6,500 (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 satisfactory 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 covering letter (detailing the candidate’s suitability for the post) and a curriculum vitae, both 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 emailed to Penny Bateman, the Student Administration Manager, at: college.office@keble.ox.ac.uk by noon on Monday 22 March. Applicants should also complete the Equal Opportunities Monitoring Form that can be found here and return it to the Warden’s PA, Trish Long: at trish.long@keble.ox.ac.uk by the same deadline. These forms are used for monitoring purposes and will not be seen by any members of the selection committee.

Applicants should ask two referees to e-mail references directly to the Student Administration Manager at college.office@keble.ox.ac.uk by the same date, asking them to comment in particular on the applicant’s suitability for this post and their potential or ability as a language teacher. The Selection Committee would like to take this opportunity to thank referees for their help, and hopes that they will understand if no further acknowledgement of their assistance is possible. 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.

Keble College and Magdalen College are equal opportunities employers. Applications are particularly welcome from women and from black and minority ethnic candidates, who are under-represented in academic posts in Oxford.

It is likely that interviews for this position will be held remotely during the week commencing 29 March, and we expect to contact shortlisted candidates about a week before the date of interview.

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.