Keble College

Stipendiary (Part-time) Lecturerships in Study Skills

Keble College wishes to appoint two three-hour Stipendiary Lecturers in Study Skills for academic year 2021-22. One lecturer will be responsible for study skills in the Sciences (including Medical Sciences) and the other lecturer will be responsible for Humanities and Social Sciences. These are part-time positions, initially for one year only. A decision on whether to extend the positions will be based on an assessment of how they have worked and the prospects for securing long-term funding.

The lecturers’ main duties will be: to provide individual study skills support to undergraduates referred by their Directors of Studies; to provide classes or workshops to subject groups; to assist the College in developing resources for study skills. The duties are expected to be the equivalent of three contact hours teaching per week, averaged across the three terms of the academic year. The lecturers will be given appropriate training and guidance. They will liaise with the subject tutors and work under the direction of the Senior Tutor.

The College’s aim in establishing these positions is to offer additional support to incoming and current undergraduates in light of the considerable disruption to teaching and assessment over the past two years. Students will also receive subject-specific advice on studying from tutors and undergraduate subject representatives, as well as from their departments and the University more generally.

Main duties
- To provide study skills sessions to individual undergraduates referred by subject tutors and/or the Senior Tutor
- To provide workshops in study skills, including examination techniques, to subject groups
- To assist the Senior Tutor, subject tutors and Library staff in developing a range of study skills resources, possibly including videos and online resources
- To keep the College informed of study skills initiatives and resources across the Collegiate University
- To liaise with the College Librarian on the provision of study skills resources and training
- To signpost students to other sources of support as appropriate to their needs

Selection criteria

Essential. The successful applicants must have:
- A good understanding of the study skills required of undergraduates at Oxford University
• A good appreciation of the challenges arising from the transition from secondary school to University education
• A good awareness of, and a sensitivity to, the issues arising from disability in general and specific learning disabilities in particular
• A high ability to communicate to students from a range of backgrounds in both speech and writing
• A good relevant honours degree

Desirable
• Experience with small-group teaching at University level, particularly at the University of Oxford
• A postgraduate qualification to at least a Master’s degree
• An accredited qualification in teaching at Higher Education level
• Experience teaching or supporting students in UK secondary education
• Experience in producing online support resources for undergraduates, for example videos

Keble College

Keble College is one of Oxford’s 39 self-governing and independent colleges. It was founded in 1870 in memory of the Revd John Keble. It was the wish of the founders to extend access to the University more widely, and the College has a continuing commitment to inclusiveness. The College prides itself on the academic achievements of its students, and aims to offer a supportive environment in which learning can flourish.

Keble is now one of the larger colleges in Oxford, having about 420 undergraduate and around 400 graduate students. These students take degrees in natural sciences, humanities, social and medical sciences. The number of undergraduates admitted each year is around 132, and the College enjoys very high numbers of applications. The Governing Body has about 50 Fellows and their teaching and research is complemented by a large number of College Lecturers.

Keble is located on a large single site north of Oxford’s city centre and close to Oxford University’s Science Area and the University Parks. In October 2018 the new HB Allen Centre opened at a nearby site between the Banbury and Woodstock Roads. The Centre combines graduate accommodation with space dedicated to research and innovation. Further information can be obtained from the College website: www.keble.ox.ac.uk.

Remuneration and right-to-work

The salary offered is in the range £6,878 to £7,736 per annum, according to experience. The Lecturers will be automatically enrolled into the Universities’ Superannuation Scheme (USS) unless they decide to opt out; under the scheme a percentage of the stipend is deducted. A full statement on USS is available from the Bursar (bursar@keble.ox.ac.uk).

The appointees are entitled to three free meals (lunch or dinner) a week throughout the period of their appointment (unless the kitchens are closed). Other meals may be booked at their own expense. The positions include membership of the Senior Common Room.
Other benefits include assistance with childcare voucher costs; bus pass purchase scheme; loan scheme; use of College sports facilities (gym, squash courts, rowing facilities), although note that sports facilities may not be available initially due to Covid-19 restrictions.

To comply with UK employment legislation successful candidates will be required to provide documentary evidence of their eligibility for employment before starting work with the College. Applications are welcome from all nationalities, but note that this post is not sponsorable under the UK’s points-based immigration system. Further information is available at https://www.gov.uk/browse/visas-immigration/work-visas

Other Terms and Conditions

The appointment will be for the period 1 October 2021 – 30 September 2022.

Stipendiary Lecturers are entitled to at least a share of a teaching room with computer and printer where available.

The Lecturers are not entitled to sabbatical leave.

Keble College is an equal opportunities employer. Keble College will work to remove any barriers, real or perceived, which might deter people of the highest quality from applying to the College either as staff or students. It is the College’s policy that no prospective, current or former student or member of staff will be treated less favourably than any other, whether before, during or after their study or employment at the College on one or more of the following grounds, save in so far as such treatment is within the law and determined by lawful requirements: age; belief; disability; ethnic origin; gender reassignment; marital status; nationality; national origin; parental status; race; religion; sex; and sexual orientation.

Oxford welcomes 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.

Applications

The closing date for applications is 12 noon 27th August 2021.

Candidates should submit a letter of application with a curriculum vitae (including the names, addresses and telephone numbers of two referees), and statements covering their research interests and activity, and teaching and other relevant experience. Emailed applications are accepted.

Applications should be sent to Mrs Penny Bateman, Keble College, Oxford OX1 3PG (college.office@keble.ox.ac.uk). Candidates should ask their referees to write directly to Mrs Bateman, also by the closing date.

It is expected that short-listed candidates will be invited for interview via video-conferencing.
Inquiries about the post may be made to the Senior Tutor, Dr Alisdair Rogers (senior.tutor@keble.ox.ac.uk).