



**ST HUGH'S COLLEGE and JESUS COLLEGE
UNIVERSITY OF OXFORD**

French Lecteur/Lectrice

Fixed-term contract (0.8 FTE post)

Job Description and Selection Criteria

St Hugh's and Jesus Colleges invite applications for the post of Lecteur/Lectrice, tenable from 16 September 2024 until 15 September 2025, to teach French to undergraduate students. This is a fixed-term position because of the need for the Lecteur/Lectrice to be in living contact with the contemporary culture and the current idiom of French-speaking countries.

Averaged over the three eight-week terms, the postholder will be required to undertake 10 'contact hours' per week of tutorial or class teaching of undergraduates of the Colleges (or by exchange with other Colleges), split evenly between the two Colleges. This equates to a 0.8 FTE post or 30 hours worked (80% of a full-time contract of 37.5 hours per week). There is no teaching during the vacations between terms.

The Lecteur/Lectrice will be expected to work independently at times, but always ultimately under the instruction of the Fellows in French. The specific requirements of each College will vary slightly, but the overall needs and competences are summarized below.

Both St Hugh's and Jesus are self-governing and independent Colleges within the University of Oxford. Whilst the postholder will be contractually required to provide teaching to students of both Colleges, the employment itself will be with only one of the two Colleges (St Hugh's) which will act as the 'lead' College and will arrange all contractual and employment documentation, payments, etc.

St Hugh's College (www.st-hughs.ox.ac.uk)

St Hugh's usually admits 4-8 students each year to read for degrees in French, including 'joint schools' (joint degrees with other modern European languages, English, History, Linguistics, Classics, or European and Middle Eastern Languages). The Tutor in French is Professor Ève Morisi, who specializes in 19th- to 21st-century French and Francophone literature. The Tutor in Italian is Professor Emma Bond, who specializes in 20th and 21st century Italian and comparative literature and culture. The College is in the process of appointing a Tutor in German; teaching in German is currently coordinated by a College Lecturer specializing in medieval studies, Dr Anna Willmore, and we expect an Austrian Lektor/in to be in post by October 2024 as part of a consortium with four other colleges. Spanish teaching at St Hugh's is coordinated by Dr Olivia Vázquez-Medina, who is a Tutorial Fellow of Wadham College and

works on modern and contemporary Spanish American fiction. The College is also strong in Linguistics, with a Fellow in Psycholinguistics, Professor Matt Husband, and College Lecturers in other branches of the field. We have a number of Research Fellows and Stipendiary Lecturers in Modern Languages.

Jesus College (www.jesus.ox.ac.uk)

Jesus College admits around 10 students per year for Modern Languages and Joint Schools with around 4-7 being admitted to read for French. The College has two Tutorial Fellows in Modern Languages: Professor Katrin Kohl and Professor Caroline Warman. Professor Kohl's research focuses on German poetry and poetics; the work of Friedrich Gottlieb Klopstock; Rainer Maria Rilke and Franz Kafka; the theory and practice of metaphor. Professor Warman's research focuses on literature and the circulation of ideas, especially in the eighteenth and nineteenth centuries and she has published widely on Diderot and Sade. Professor Daniel Altshuler is the College's Tutorial Fellow in Linguistics and his research centres on semantics and pragmatics. Spanish teaching at Jesus is coordinated by Professor Daniela Omlor, who is a Tutorial Fellow of Lincoln College and whose research focuses on contemporary Spanish literature, with a particular emphasis on memory, trauma, and exile. Italian teaching is coordinated by Professor Elena Lombardi who is a Tutorial Fellow at Balliol College and works on concepts of language and desire in the Middle Ages. Russian teaching is coordinated by Professor Margarita Vaysman who is a Tutorial Fellow at New College and whose research focuses on literary texts, primarily the Realist novel, and history of gender and sexuality. The College shares a German Lektor, Dr Ole Hinz, with a number of other colleges. The College also shares provision in Italian, Portuguese, Spanish, and Russian with other colleges.

Undergraduate Teaching at Oxford

Undergraduates studying Modern Languages at the University of Oxford are generally taught in two ways: through lectures and seminars (which are organized by the Faculty of Medieval and Modern Languages) and through tutorials (small group teaching of typically 2-3 students) and college classes (which are arranged and usually given by College Fellows, Lecturers, Lecteurs/Lectrices etc.). The tutorial system is a unique feature of the Oxford teaching and learning experience. Our students are typically very able, committed, and well-motivated.

Duties of the Post

The overall purpose of the role is to provide teaching in French language and French and Francophone culture across three years (1st, 2nd, and 4th years; the 3rd year is usually spent abroad).

Teaching will be under the direction of the French Tutors at each College, in line with their College's particular needs.

Specifically the postholder will be required

- to provide a minimum of 240 'contact' hours of teaching to undergraduate students in both Colleges during the period of the appointment;
- to provide teaching that covers French and Francophone culture and all aspects of the French language (specific duties may vary between the two Colleges but overall they will include oral classes with a focus on history, politics, and culture, preparing

students for their final-year oral examination, conducting mock orals, helping with grammar and vocabulary acquisition, essays in French on current affairs or broad cultural subjects, and/or summary exercises);

- to report regularly on student progress to the French Tutors and to submit accurate and timely teaching records each term via the University's Teaching Management System (TMS);
- to meet with students at the start of term to confirm teaching arrangements and at the end of term to discuss teaching reports if need be;
- to prepare, set, and mark written work and provide feedback to students;
- to set and mark internal College practice exams (known as 'collections') that take place at the start of each term if need be;
- to assist students with study skills and revision, as required;
- to support students with their applications and planning for their Year Abroad in a Francophone country;
- to provide pastoral support to students, liaising with other academic and administrative staff as required;
- to take on other reasonable duties as directed by the French tutors at the two Colleges, appropriate to the role;
- to take an active part in the intellectual life of the two Colleges' academic communities;
- to act as an assessor or second examiner in final-year oral examinations, if invited by the University (for which additional payment is made);
- to undertake such other duties as may be required by the Organising Tutors, including (where necessary) duties which may fall outside the dates of the three academic terms (i.e. during the University's vacation periods at Christmas and/or Easter).

Benefits and Terms of Appointment

The basic stipend of the Lecteur/Lectrice will be according to the Senior Tutors' Committee recommended scale for stipendiary lecturers with a teaching stint of 10 'contact' hours per week, £25,406 – £28,305 (with discretionary range to £32,000) per annum (actual salary), depending on experience. The salary is subject to revision, at the discretion of the Governing Body, in accordance with any general increase in academic salaries.

Should the postholder wish to do teaching in excess of their contractual obligation, it will be paid at the standard Senior Tutors' Committee rates in force at the time, but they should consult the Fellows in French in both Colleges before undertaking such work.

The postholder will have membership of the Senior Common Room in St Hugh's (for which there is a small annual charge), where they will be entitled to four free meals at the common table during weeks 0 to 9. Jesus College offers four lunches and three dinners per week in weeks 0 to 9. The Lecteur/Lectrice will be able to book teaching rooms in both St Hugh's and Jesus.

Subject to availability, the postholder will be able to rent accommodation within or owned by one of the Colleges.

Contributory membership of USS (the Universities Superannuation Scheme) is also offered.

Appointments will be subject to the provision of proof of the right to work in the UK. 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. Further information is available at www.gov.uk/browse/visas-immigration.

Applicants who would need a Skilled Worker visa if appointed to the post are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points.

Selection Criteria

Candidates will be assessed on the basis of the criteria set out below. They should ensure that their application documentation addresses these directly. They should have successfully completed an undergraduate degree (BA or equivalent) in the fields of language and/or literature or other disciplines in the Humanities and Social Sciences that might equip them to deliver effective French language teaching to undergraduate students and of literary, cultural, social and/or political issues in the French-speaking world.

Candidates must be able to demonstrate

- fluency in French equivalent to native-speaker level;
- an excellent understanding of, and ability to explain, French grammar at an advanced level, and a sensitivity to style and register in both French and English;
- that they have recently spent time (for example, being resident, studying or travelling) 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;
- a good command of written and spoken English;
- a proven ability, or the potential, to teach French language;
- excellent communication and social skills, including an engaging and inclusive approach;
- ability to deal effectively with any pastoral matters that may arise, in conjunction with members of the two Colleges' welfare teams;
- excellent organisational skills;

In addition, it would be desirable if the postholder also has

- teaching experience at secondary or post-secondary school level;
- experience and/or willingness to contribute to projects related to the creation of materials for language teaching and/or the promotion of French language and culture more widely.
- The Diplôme supérieur d'aptitude à l'enseignement du français langue étrangère (FLE)
- successfully completed or is completing a Master's degree in a humanities subject.

Application Process

Applicants should submit the following by email to the Academic Administrator (college.office@st-hughs.ox.ac.uk) as a single PDF:

- An application cover sheet (available from the St Hugh's College website: <https://www.st-hughs.ox.ac.uk/wp-content/uploads/2024/03/Lecteur.Lectrice-Application-Cover-Sheet.pdf>) – this also asks for the details of **TWO academic referees whom you should ask to submit references to the same email address by the closing date**. The Colleges wish to thank in advance those referees who write on behalf of applicants.
- An up-to-date *curriculum vitae*.
- A covering letter in English (maximum of two A4 pages) showing how the selection criteria are fulfilled and outlining the applicant's experience and their understanding of the needs of this post.

Informal inquiries may be made to Professor Morisi (eve.morisi@st-hughs.ox.ac.uk) and/or Professor Warman (caroline.warman@jesus.ox.ac.uk). These will not influence the selection and appointment procedure in any way.

The closing date for receipt of applications AND references is **9am on Thursday 25th April**. Interviews, if required, will be held in early May.

Candidates are encouraged to complete a Recruitment Monitoring Form, available from <https://www.st-hughs.ox.ac.uk/wp-content/uploads/2024/03/St-Hughs-Equal-Opportunities-Monitoring-Form-USE-THIS-ONE.pdf> which will assist the Colleges with monitoring equal opportunities in recruitment. The information given is not used in recruitment decisions and is strictly confidential: is it used for statistical purposes and to ensure that policies are being applied fairly. This form should be emailed **separately** from your application to hr@st-hughs.ox.ac.uk.

Promoting Diversity

The Colleges are committed to recruiting the best people, whoever they are, to ensure equality of opportunity. Oxford's Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and it runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see <https://edu.admin.ox.ac.uk/home> for details. No applicant or member of staff will be treated less favourably than another because of their gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age or disability.