



EXETER COLLEGE and MERTON COLLEGE

French Lecteur/ Lectrice

Fixed-term contract

Further Particulars

The Post

1. Exeter College and Merton College ('the Colleges') propose, if there is a suitable candidate, to appoint a French Lecteur/ Lectrice, tenable from 1 October 2024 until 30 June 2025, to teach French to undergraduates.
2. The postholder will be required to undertake 216 'contact' hours of tutorial or class teaching of undergraduates of the Colleges (or by exchange with other Colleges) across the period of the appointment (i.e. the equivalent of 9 'contact' hours per week averaged over the three eight-week Terms covered by this appointment). It is envisaged that 6 hours per week will be due to students of Exeter College, and 3 hours per week will be due to students of Merton College.
3. The postholder will be expected to work independently at times, but always ultimately in collaboration with the French fellows in the two colleges, and any other lecturers or Fellows who support the teaching of Modern Languages within the colleges.
4. The appointment is for a fixed term 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. The appointment will therefore end no later than 30 June 2025.
5. Both Exeter College and Merton College 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 (Exeter College) which will act as the 'lead' college and will arrange all contractual documentation, payments, etc.

Exeter College

6. For information on the College, please see <http://www.exeter.ox.ac.uk>, especially <https://www.exeter.ox.ac.uk/applicants/student-life/teaching-and-research/>.
7. The College usually admits six to eight students each year to read Modern Languages, and three to four students across the related Schools of Modern Languages & Linguistics, Classics & Modern Languages, English & Modern Languages, and Philosophy & Modern Languages.
8. The College has two Tutorial Fellows in Modern Languages: Professor Jane Hiddleston, who specializes in Modern French and Francophone Literature, and Dr Imogen Choi, who specializes in early modern Hispanic literature across Europe and the colonial Americas. Dr Ros Temple (French Linguistics), Dr Kirstin Gwyer (German), and Dr Vilma de Gasperin (Italian) are lecturers at the College. Tutorial teaching is complemented by language tuition from a French Lecteur/ Lectrice (this post), a German Lektor/ Lektorin, and University classes in other languages.

Two University Chairs in Modern Languages are Fellows of the College: the King Alfonso XIII Professor of Spanish (Prof Jonathan Thacker), and the Stavros Niarchos Foundation–Bywater and Sotheby Professor of Byzantine and Modern Greek (Prof Marc Lauxtermann).

Merton College

9. For information about the College please see <https://www.merton.ox.ac.uk/>, especially <https://www.merton.ox.ac.uk/undergraduate-study>.

Merton College typically admits nine undergraduates a year to read Modern Languages and the associated Joint Schools with Linguistics, Classics, English, History, and Philosophy. Merton also has a sizeable and lively graduate community, including 9 graduates currently reading for higher degrees in Medieval and Modern Languages.

10. The College has two Tutorial Fellows in Modern Languages: Professor Ian Maclachlan, who specializes in 20th -century French Literature and philosophy, and Dr Alice Brooke, whose research focuses on the literature and culture of the early modern Hispanic world. The College also has Lecturers in Italian (Professor Guido Bonsaver), Portuguese (Dr Simon Park) as well as in French Language, Linguistics, German, and Russian. As is the case for Exeter College, teaching is complemented by language tuition from a French Lecteur/Lectrice (this post), and a German Lektor/Lektorin, as well as University classes in other languages.

Undergraduate Teaching at Oxford

11. Undergraduates studying Modern Languages at the University of Oxford are taught a given subject 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 and Lecturers). 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

12. The overall purpose of the role is to provide teaching in French language across three years (1st, 2nd and 4th year; the 3rd year is usually spent abroad). This consists of translation into French, essays in French on current affairs or broad cultural subjects, summary exercises, grammar, and French conversation. Teaching will be under the direction of the French Tutors at each college, in line with their College's particular needs.
13. The specific duties of the post will include:
- To provide a minimum of 216 'contact' hours of teaching to undergraduates (hereafter referred to as 'students') during the period of the appointment;
 - To provide teaching covering written and oral French (all aspects of the language: translation into French, essays in French on current affairs or broad cultural subjects, summary exercises, grammar and French conversation);
 - To prepare, set, and mark written work and provide feedback to students;
 - To set and mark internal college practice exams ('Collections') that take place at the start of each term;
 - To report regularly on student progress to the French Tutors and to submit accurate and timely teaching records each term;
 - To assist students with study skills and revision, as required;

- To support students with their planning and applications for their Year Abroad in a Francophone country;
- To act as an assessor or second examiner in the Final Year oral exam, if required;
- To provide pastoral support to students, liaising with other 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;
- 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).

Selection Criteria

14. The formal selection criteria for the post are as follows:

- a. Be fluent in French, equivalent to native-speaker level;
- b. An excellent understanding of, and ability to explain, French grammar, and a sensitivity to style and register in French and English;
- c. 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;
- d. A good command of written and spoken English;
- e. A proven ability, or the potential, to teach French language;
- f. Excellent communication and social skills, including an engaging and inclusive approach;
- g. Ability to deal effectively with any pastoral matters that may arise, including in conjunction with members of the two colleges' welfare teams;
- h. Excellent organisational skills; and
- i. By the closing date for applications, have successfully completed an undergraduate degree (e.g. Bachelors, or equivalent) in 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 students of the French language and of literary, cultural, social and/or political issues in the French-speaking world.

15. In addition, it would be desirable if the postholder has:

- a. Teaching experience at secondary or post-secondary school level; and
- b. 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.

Pay and Benefits

16. The stipend for the appointment will be the equivalent of £25,138 - £28,759 per annum (depending on skills and experience), and pro-rated to the time worked. The postholder will therefore receive $\frac{3}{4}$ of the annual salary, as the employment is nine months in duration.

The salary is subject to revision, at the discretion of the Governing Body, in accordance with any general increase in academic salaries.

17. The postholder will be automatically enrolled in the Universities' Superannuation Scheme (USS) unless they elect not to join.
18. The postholder will be offered single accommodation at Merton College for the duration of this appointment (i.e. for the full 9-month period, including Vacation periods), for which a rent will be payable. The postholder will be liable for certain utilities and other bills, including Council Tax.
19. The postholder will be entitled to take lunch twice a week and dinner once a week free of charge at the Common Table (i.e. with the Fellows) at both Exeter and Merton Colleges (i.e. four lunches and two dinners each week in total) in each of the nine weeks of each term. At other times, meals may be taken in Hall (i.e. with graduate and undergraduate students) at the Lecturer's own cost.
20. Exeter College has generous family leave arrangements, in line with those offered by the University. Details are available on request from the College's HR Manager.
21. Use of bookable teaching rooms at Exeter and Merton Colleges.
22. Should the postholder wish to do teaching in excess of their contractual obligation, it will be paid at the standard rates recommended from time to time by the Senior Tutors' Committee.
23. The postholder should consult the Academic Dean and other relevant Modern Languages colleagues before taking on any additional employment or responsibilities.

How to Apply

24. Informal enquiries about this post may be directed in the first instance to the HR Manager (vacancies@exeter.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.
25. Candidates should submit all application materials by email to the HR Manager, vacancies@exeter.ox.ac.uk. If possible, applications should be submitted as a PDF file.
26. Applications must include:
 - i. A covering letter, in English, which should outline why you wish to be considered for the post, and how you meet the selection criteria;
 - ii. A full *curriculum vitae*, in English, including teaching experience;
 - iii. The names and contact details of two referees.

Candidates are also asked to complete a Recruitment Monitoring form, if they are willing to do so. This can be submitted via email (vacancies@exeter.ox.ac.uk).

27. Candidates should ask their referees to write directly to the HR Manager, vacancies@exeter.ox.ac.uk **in advance of the closing date**, and should supply each referee with a copy of these Further Particulars. The Colleges want to thank in advance those referees who write on behalf of applicants.
28. The closing date for applications is **12pm noon (BST) on Monday 15 April 2024**. It is the responsibility of each applicant to ensure that their application, and the references, arrive before the deadline.
29. Interviews, if required, will be held online via Microsoft Teams.

Selection Process

30. Applications for this post will be considered by a selection committee that includes Fellows and Lecturers from within Exeter College and Merton College.
31. The policy and practice of the College require that entry into employment within the College 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.

Further Information

32. The Colleges welcome diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the Colleges' missions that can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment that promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration. The Colleges will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

Exeter College's policies on equality and diversity are available from the College's website:

<https://www.exeter.ox.ac.uk/equality-and-diversity/>

33. All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.
34. The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences.

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.

Further information is available on the [gov.uk website](https://www.gov.uk).

35. The appointment will also be subject to the College receiving a completed medical questionnaire which is to its satisfaction.