ST HILDA’S COLLEGE, OXFORD

6 Hour Stipendiary Lectureship in German

FURTHER PARTICULARS

The Appointment

St Hilda’s College invites applications for the fixed-term post of Stipendiary Lecturer in German for one year from 1 October 2018, with the possibility of an extension for a further year from October 2019. This is an appointment to provide cover whilst the German Fellow acts as St Hilda’s College Vice Principal, and during her subsequent sabbatical leave. No salaried University post is associated with this Fellowship.

The Lecturer will be expected to provide a combined total of six hours of teaching in German literature and language per week during term, averaged over three eight-week terms. Specific needs include tutorial coverage of the literary set texts for the Preliminary Examination at the end of the first year, and of the modern period of literature (i.e. 1770 to the present) for the Final Honour School (further details given below). While the teaching of German conversation and essay-writing is covered by the DAAD-Lektor, the ability to teach translation into and/or out of German is desirable. The appointee will also share the responsibility with the current German Fellow for the oversight and organisation of German within the College, including pastoral care, the setting and marking of College examinations, administration related to the year abroad, and full involvement with undergraduate admissions.

The College

St Hilda’s is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College, which enjoys registered charitable status, is an independent and self-governing body, with an academic staff of about 75 Fellows and Lecturers. There are at present approximately 400 undergraduates and 200 graduate students, who study most of the subjects offered by the University. The College promotes a thriving culture of research and intellectual engagement, to which all members of St Hilda’s contribute.

The Principal of St Hilda’s is Professor Sir Gordon Duff, MA PhD MD FRCP FFPM FRCPE FMedSci FRSE. The College has a full-time Senior Tutor, who is also Tutor for Admissions (Undergraduate and Postgraduate). The Tutor for Graduates is responsible for postgraduates already on course, with the help of the College Advisers assigned to each student.

The College encourages all its members in academic achievement. We support our students through excellent teaching and pastoral care, and we provide useful termly grants for research and travel. We are proud also to support our Fellows and Lecturers in their research and teaching.
The College is an Equal Opportunities employer. More information about the College may be found on its website http://www.st-hildas.ox.ac.uk/.

**German and Medieval and Modern Languages (MML) at St Hilda’s College**

St Hilda’s College has a strong reputation in the field of Medieval and Modern Languages. There are two Tutorial Fellows in MML, Dr Georgina Paul (Modern German Literature), and Dr Helen Swift (Medieval French); and a Career Development Fellow in French (early modern French, 16th to 18th Century literature). They are ably supported by College Lecturers in French, Italian and Spanish, a Lectrice in French and a Lektor in German. Other relevant Fellows of St Hilda’s are Dr Kerstin Hoge, University Lecturer (UL) in German Linguistics; Dr Elinor Payne, UL in Phonetics and Phonology.

St Hilda’s admits 12 undergraduates in MML and in joint schools per year. (All MML and joint schools candidates must offer either French or German.) At St Hilda’s the relevant joint schools with MML are English and MML; History and MML; Philosophy and MML; European and Middle Eastern Languages; and MML and Linguistics. In the academic year 2017-18, there are 22 students reading German as part of an MML or MML and Joint Schools degree. In addition there are a number of DPhil students in MML at St Hilda’s (all with scholarship funding), and several MSt students.

**Duties of the Post**

This post was created to replace part of Dr Georgina Paul’s College teaching duties while she is Vice Principal for 3 years, the academic year 2018-19 is the last of these three years. There is a possibility that the successful candidate may be asked to provide a further year’s teaching in 2019-20.

During term the appointee will be required to undertake six hours of undergraduate teaching per week, averaged over three eight-week terms. Once the College’s needs have been met, these hours may be used in teaching for other colleges. The appointee will teach literature to undergraduates in tutorials (1-3 undergraduates). Tutorials consist of an hour of academic discussion between tutor and undergraduates, for which students are normally set an essay or other written piece of work. Tutorial teaching includes the marking of submitted essays and other written work. In addition, the appointee will be expected to contribute to German language teaching for the College, in particular translation from and/or into German. Language teaching is delivered through classes, usually of the entire year group (5-7 students), with all students being required to prepare a piece of work for each class. Tutors are required to submit reports on all students taught at the end of each term.

The appointee should be able to teach the following parts of the German undergraduate syllabus for the College:

- the set texts papers (Papers III and IV) for the Preliminary Examination;
- the Modern Period of Literature 1770 to the present (Paper VIII) for the Final Honour School (FHS);
- German language (especially translation from and/or into German) for both the Preliminary Examination (Paper II) and the FHS (Paper II).
- In addition, the appointee may offer tuition on modern prescribed authors (Paper X), for final-year special subjects (Paper XII), and/or for the optional final-year Extended Essay (Paper XIV) for the FHS, depending on her/his own expertise and on student requirements.
Full details of the Oxford undergraduate course in Medieval and Modern Languages may be found at [https://www.ox.ac.uk/admissions/undergraduate/courses-listing/modern-languages](https://www.ox.ac.uk/admissions/undergraduate/courses-listing/modern-languages)

For the Preliminary Examination: [https://weblearn.ox.ac.uk/access/content/group/modlang/general/handbooks/2015-16/Prelims/German%20Prelims%20Handbook%202015-16.pdf](https://weblearn.ox.ac.uk/access/content/group/modlang/general/handbooks/2015-16/Prelims/German%20Prelims%20Handbook%202015-16.pdf)

For the Final Honour School: [https://weblearn.ox.ac.uk/access/content/group/modlang/general/handbooks/2015-16/FHS/German%20FHS%20Handbook%202015-18.pdf](https://weblearn.ox.ac.uk/access/content/group/modlang/general/handbooks/2015-16/FHS/German%20FHS%20Handbook%202015-18.pdf)

The appointee will be required to participate in the administration of German and its joint schools within the College (which will include arranging tuition where it is not possible to cover it in-house, e.g. for medieval or early modern papers, history of the language, or for certain modern prescribed authors, and liaising with colleagues at other colleges on the setting and marking of college examinations, where needed, and of revision tutorials and classes in Trinity Term); to serve as Personal Tutor to MML undergraduates reading German, and possibly as College Adviser to MML graduate students, depending on experience, and to provide other pastoral and academic advice as required; to assist in the setting and marking of termly college examinations; and, in collaboration with the other MML tutors in College, to carry out administration related to the year abroad (advising second years on applications for university study and work placements; communicating with the British Council on the assistantship scheme; agreeing year abroad work with students going abroad; communicating with and where necessary supporting students who are on their year abroad, including marking year abroad essays). The appointee will also be expected to assist the German Fellow in interviewing candidates in the undergraduate admissions process in December.

**Selection Criteria**

1. Excellent academic qualifications, including a doctorate, in an appropriate subject area
2. A strong research record in German, or evidence of potential.
3. Excellent German language skills.
4. An appropriate range of teaching.
5. Proven ability in tutorial teaching and in pastoral situations.
6. Good oral communication skills.
7. Evidence of administrative and organisational ability.
8. Willingness to be a ‘team player’ in the teaching of German and its joint schools.

**Remuneration and Facilities**

The salary for the post is £13,248 (point 1) to £14,049 per annum (current rates) according to experience and qualifications, and membership of the USS pension scheme is offered. There is a research allowance (payable against receipts) of £235 per annum, and an entertainment allowance of £235 per annum. The Lecturer will be entitled to five meals per week (either lunch or dinner) free of charge during weeks 0 to 9 of each term, with additional out-of-term entitlements, for example during the admissions period. The Lecturer will have the use of a shared teaching room in College. She or he will be a member of the Senior Common Room at St Hilda’s College.
All teaching rooms in St Hilda’s College are ethernetted. The College’s IT Department will provide computer support. Some support is also available from the Oxford University Computing Service.

Expenses incurred for academic purposes in College (telephone, fax, photocopying, stationery and postage) are met by the College. The Academic Office provides some secretarial support for the academic and administrative work of Lecturers.

Lecturers are welcome to use the College’s public rooms for seminars and conferences, as well as for social events, and to book the College’s guest accommodation. They may also enjoy the facilities of the Jacqueline du Pré Music Building, and the musical events that take place there, including term-time concerts organised by the Director of College Music.

Application Procedure

Applications should be sent to the Academic Registrar, St Hilda’s College, Cowley Place, Oxford OX4 1DY, or by email to college.office@st-hildas.ox.ac.uk, and should include the following:

- An application form (to be downloaded from the College website, http://www.st-hildas.ox.ac.uk, on the Vacancies page, through a link with the Further Particulars.
- A covering letter.
- A description of teaching experience.
- A curriculum vitae including a brief statement of research interests.
- The names of two referees. Applicants should ask their referees to write directly to the Academic Registrar, St Hilda’s College, Cowley Place, Oxford OX4 1DY by the closing date of 12 noon on Thursday 23rd August 2018.

References may be sent in hard copy or by email (college.office@st-hildas.ox.ac.uk). E-mailed references will be accepted only if they are sent in the form of a scanned copy of a letter which must include a signature.

Candidates are also asked to complete one copy of the recruitment monitoring form, which can be downloaded from the College website and return it by post to the Academic Office, St Hilda’s College, Cowley Place, Oxford OX4 1DY or by email to college.office@st-hildas.ox.ac.uk. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

The closing date for applications and the last date for receipt of references direct from referees, is 12 noon on Thursday 23rd August 2018. The interviews are expected to take place in the week beginning 3rd September 2018. Short-listed candidates will be requested to submit an example of their research work (an article or extract from a longer work, of up to 6,000 words in length). As part of the interview, short-listed candidates will be asked to give a presentation of 10 minutes’ duration, setting out their approach to a tutorial on a topic of literary study falling within the scope of the Paper VIII modern period of literature, suitable for a second-year undergraduate audience.

All reasonable interview expenses will be reimbursed.

St Hilda’s College and Oxford University are Equal Opportunities Employers.
July 2018