MERTON COLLEGE
STIPENDIARY LECTURERSHIP IN SPANISH
FURTHER PARTICULARS

1. Overview of the role

Merton College proposes to appoint a Stipendiary Lecturer in Spanish to teach undergraduates for an average of four contact hours per week in full term for Michaelmas Term 2021 (from 1 October 2021 until 31 December 2021). This strictly fixed-term appointment is to cover a one-term teaching need.

Merton College typically admits nine undergraduates a year to read Modern Languages and the associated Joint Schools with Linguistics, Classics, English, History, and Philosophy. Of these, there are typically 12-14 students on course at any one time studying Spanish. Information about the Modern Languages degree courses offered by the University can be found at: Undergraduate Studies | Faculty of Medieval and Modern Languages (ox.ac.uk)

Merton has a sizeable and lively graduate community, including 10 graduates currently reading for higher degrees in Modern Languages.

The postholder will work closely with Merton’s Tutors in Spanish and French, as well as a range of colleagues in other modern languages.

Information about Merton College can be found at: Homepage | Merton College, Oxford

2. Merton College

Merton College was founded in 1264 by Walter de Merton, and is one of the oldest colleges within the University of Oxford. It was the first fully self-governing college in the University and was originally founded for twenty fellows, with undergraduates being formally admitted in the early 1380s. Over the centuries, many eminent scholars and cultural leaders have called Merton home including four Nobel Prize winners and an Abel Prize winner. Merton College has a strong commitment to excellence in research and teaching across a range of subjects in the Humanities, Social Sciences and the Sciences. The College community currently comprises around 580 students (310 undergraduates and 265 postgraduates), some 70 Fellows, 40 other academic staff and over 100 members of support staff. The college strives to create a diverse, welcoming, inclusive and supportive community in which its students can thrive.

3. Responsibilities of the Lecturer

The postholder will work with the College’s Tutor in Spanish (Dr Alice Brooke, who has a one-term adjustment to her teaching arrangements) and in French (Professor Ian MacLachlan). In addition they will also be expected to work with Tutors in the Joint School subjects, and with a number of other College Lecturers in Modern Languages and
Linguistics, some of whom are Fellows of other Colleges. Information on the Fellows of Merton can be found at: Our people | Merton College, Oxford

The main duties of the Lecturer will be as follows:

(a) To have organisational responsibility for the undergraduate degrees involving Spanish.

(b) To plan and provide tutorial teaching for up to an average of four contact hours in each week of full term. Teaching will be required for the following courses:

- Prelims (year 1) Papers III and IV;
- Spanish language at all levels (mainly Spanish to English translation);
- Final Honour School papers relating to the postholder’s specialist area (with preference for ability to teach Papers VII and X).

Material for Prelims and Finals Honours School in Spanish can be found at https://weblearn.ox.ac.uk/access/content/group/modlang/general/handbooks/index.html

(c) To take on the role of Director of Studies for a number of Modern Languages undergraduates.

(d) To ensure that the students taught receive timely feedback on their work during term, both week by week and in termly reports on the reporting database, and to attend Warden’s progress meetings at the end of term for undergraduates reading Modern Languages, as required. Concerns regarding under-performance should be conveyed to the relevant Director of Studies and the Senior Tutor.

(e) To set, invigilate, and mark internal examinations (‘Collections’).

(f) To participate fully in College admissions procedures for undergraduates, including reading UCAS forms, marking written work and admissions tests, interviewing, and recording evidence used to assess applications and inform selection decisions. The Lecturer will be expected to take the lead on undergraduate admissions arrangements for candidates applying for Spanish and to contribute to access initiatives.

(g) To undertake academic administration (e.g. the planning and organisation of students’ subject options; the endorsement of applications made by students for travel grants and other College assistance; the writing of references, the selection of books for the College Library etc.).

(h) To provide induction, study skills and examination preparation support for students studying undergraduate degrees involving Spanish, as required.
(i) To undertake pastoral responsibilities in liaison with the Director of Studies and the College Welfare Team.

Attendance is strongly encouraged at College events to which Lecturers are invited.

A more detailed guide to tutorial responsibilities and other information, entitled a *Handbook for Fellows and Lecturers*, will be communicated to the successful candidate by the Senior Tutor following appointment.

The Lecturer will be subject to the College’s Statutes and Bylaws in force from time to time.

4. Criteria for appointment

To be successful, candidates will need show that they meet the following selection criteria:

(i) To have completed or be about to complete a doctorate in any period of Spanish literature.

(ii) To be willing and able to teach the papers specified in 3 (b) above.

(iii) To demonstrate the ability to be an effective and inspiring teacher of Spanish, particularly to undergraduates of high ability in a tutorial (small group) teaching system.

(iv) To have the potential to discharge competently the full range of academic administrative duties, besides teaching, upon which the effective operation of Spanish as a subject within the College depends.

(v) To be able to contribute to the work of the team of academic staff in joint schools involving Spanish at Merton College.

(vi) To be prepared to undertake relevant training, including for undergraduate admissions.

5. Remuneration and conditions of the Stipendiary Lecturership

The stipend for the Lecturership will be £3,438 (current rate) for the period of the appointment and the Lecturer will be also be entitled during the appointment to:

- Enrolment in the Universities Superannuation Scheme.
- Four free meals per week (lunch or dinner) at the Common Table from 1 October 2021 until 31 December 2021 when the kitchen is open, with certain designated exceptions.
- Membership of the Senior Common Room, for which a charge is payable.
- A teaching room, although not necessarily for the Lecturer’s exclusive use.
6. Right to Work in the UK

The appointment will be conditional on satisfactory provision of proof of the right to work in the UK.

7. PROCEDURE FOR APPLICATION AND APPOINTMENT

Applications

Those wishing to apply for this post should complete the online application form at http://www.merton.ox.ac.uk/about-merton/vacancies and upload the following as a single PDF document:

- a curriculum vitae incorporating details of any publications; and
- a statement of their teaching range and experience in relation to the selection criteria and needs of the College, as specified above

Applicants should arrange for two referees to write directly to the College by noon on **Monday 5 July, 2021**. References should be sent electronically to charlotte.pawley@merton.ox.ac.uk. Hard copy signed references will be required for the successful candidate.

Applicants are also requested to inform their referees that, under the General Data Protection Regulation 2016/679 and the Data Protection Act 2018, the references they provide will be regarded as disclosable to the subject of the reference unless it is clear that the reference has been given in confidence. The College asks that a reference given in confidence should be marked “strictly confidential” on the letter of reference itself. Referees should also be asked to note that even where a reference is marked “strictly confidential” it could still be disclosed to the subject of the reference if that subject so requested and the College’s Data Protection Officer deemed it appropriate.

Applicants are encouraged to return the Recruitment Monitoring form (available for download from the College website - http://www.merton.ox.ac.uk/about-merton/vacancies).

It is anticipated that interviews will be held on **Monday 19 July, 2021** and candidates are advised to hold this date in their diaries. Due to the Coronavirus pandemic, it is expected that these arrangements for shortlisted candidates will be undertaken remotely.

Any enquiries related to these Further Particulars should be directed in the first instance to the Senior Tutor, Dr Jane Gover (e-mail: senior.tutor@merton.ox.ac.uk).

To view our Privacy notice please see here https://www.merton.ox.ac.uk/privacy-notices-and-ropas
8. Equal Opportunities

The College is an equal opportunities employer.

The policy and practice of Merton College require that all staff are afforded equal opportunities within employment. Entry into employment with 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. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.