

Job Description and Selection Criteria

Job title	Stipendiary Lectureship in Law
Location	St Anne's College
Salary and Hours	£10,465 per annum. You will be paid for four contact hours teaching per week during each term, averaged over the number of terms covered by your contract, the distribution of that teaching to be agreed with the subject tutor(s). There are also duties associated with teaching, some of which fall outside of the three eight week terms, including organising and supervising students in the Law school. Stage 2 on the Recommended Scale for Stipendiary Lecturers 2023/24.
Benefits	Membership of the SCR (small charge payable) with some free meals during term times (except at times when the kitchens are closed).
Contract type	Fixed term for three years from 30 September 2024 to 29 September 2027
Reporting to	The Senior Tutor and Professors Imogen Goold and Antonia Layard

Introduction

Overview of the role

St Anne's College seeks an enthusiastic, self-motivated, talented tutor of Law able to undertake four contact hours a week of tutorial and/or small class teaching per week during each term, averaged over the three eight-week terms of the academic year. The distribution of the teaching will be agreed with the subject tutor(s). Tutorials will be given to St Anne's students and to those from other colleges under exchange arrangements. There are also other duties associated with the average of four contact hours of teaching each week during term, which are explained below.

The postholder will be expected to teach Jurisprudence and a general Introduction to the English Legal System. More information about the papers for which teaching is required is available on the Faculty [website](#).

Responsibilities/duties

The Lecturer will be expected to work independently at times but always ultimately in collaboration with the fellows in Law, and with any other college lecturers, any Graduate Development Scholars, and any Junior Research Fellows in the School.

The Lecturer will be expected to:

- provide teaching to undergraduates and Visiting Students (hereafter referred to as 'students') in the School for the number of contact hours stipulated in the contract in each week of the full terms (1st Week to 8th Week inclusive) and sometimes in 0th week, covered by the contract duration. The appointee may also provide teaching in Law to students at other colleges, to fill the four hours of tutorial teaching a week in term. They will need to submit the teaching information through the Teaching Management System (TMS) requesting payment to be made to St Anne's College;
- prepare, set and mark written work relating to the teaching, and provide feedback to students;

- provide first touch pastoral support to students, consulting with other staff as required;
- supervise final year or visiting students preparing their dissertations (if applicable);
- act as Personal Tutor (additional payment per student per term will be paid for this duty, equivalent to an hour per person per term at the single person tutorial rate as stipulated in the Senior Tutors' Register of Approved Payments) when required;
- assist with the organisation of teaching within the School, by acting as Organising Tutor when required;
- set and mark internal college exams ('Collections') at the start of each term (0th week) and return scripts to students promptly;
- assist students with study skills, revision, and essay writing as required;
- submit accurate and timely teaching records each term via TMS, the Oxford Colleges' and departments' on-line reporting system for tuition;
- submit written reports on each student taught, using TMS, in time for 8th Week report readings, and conduct report readings if required;
- attend the colleges' Open Days in the summer if these fall within the dates of the contract;
- participate in Undergraduate Admissions (if requested), in Astrophoria Foundation Year admissions and in Visiting Student admissions. Some of this work falls outside of the three eight week terms;
- take an active part in the intellectual life of the College's academic community;
- take on other duties as directed by the Law tutors and/or Senior Tutor, appropriate to the role.

Selection criteria

We are looking for someone who:

- can teach Jurisprudence and the basics of the English legal system at undergraduate level and has the ability to support students with study skills and essay writing;
- is able to assess the work of high performing students;
- is IT literate;
- has familiarity with the Oxford Law undergraduate courses;
- has the ability and willingness to participate in person in a full range of pedagogic, pastoral, and organisational tasks in the College;
- demonstrates collegiality, and has good communication skills, and sensitivity in dealing effectively with any pastoral matters that may arise.

St Anne's College

One of the largest Colleges in the University of Oxford, with around 860 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing, including as an Assistant Commissioner in the Metropolitan Police.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035.

For further information about the College, please visit <http://www.st-annes.ox.ac.uk> .

Law at St Anne's

St Anne's currently has three tutorial fellows, and three lecturers in Law. Law typically has an undergraduate cohort of around six students per year, plus one senior status student, resulting in an undergraduate cohort of around 21 Law students at any one time. There are approximately 24 students reading for advanced degrees in Law at BCL, MSc, MJur, MLitt, and DPhil levels at any one time. In some years, the College also attracts between one and four non-matriculated Visiting Students studying Law.

How to Apply

The following three documents should be sent as a single PDF attached to an email, with the subject line 'Law Stipendiary Lecturership' to the Academic Office at St Anne's College (academic.office@st-annes.ox.ac.uk):

1) A completed Application Form including the details of two academic referees. References will be sought if you are shortlisted for the role. Your referees must be able to comment on your experience of and/or suitability to teach high achieving undergraduates.

2) A Letter of Application which should specify:

- your relevant teaching experience and how you can meet the teaching needs of the college;
- your capacity for delivering tutorials on the paper(s) required, and your willingness to include tutorials for students on essay writing and other academic skills required to be successful in a Law degree at Oxford;
- how you meet the selection criteria.

3) Curriculum Vitae

Candidates are also requested to complete the equal opportunities form and return it by post to St Anne's College, or by email to recruitment@st-annes.ox.ac.uk. These forms are used for monitoring purposes and will not be seen by any member of the selection committee.

Please note

The deadline for receipt of applications is **noon on 19 June 2024**.

It is the candidate's responsibility to ensure that all the relevant materials are submitted by the application deadline. Incomplete applications will be disregarded.

Shortlisted candidates will be notified in **late June** and interviews will take place in **July**. Candidates are advised that a personal interview will be required, except for those not in the UK, when an interview on MS Teams will be conducted.

Informal enquiries of an academic nature can be made to the Senior Tutor (senior.tutor@st-annes.ox.ac.uk). More general queries about the post and the College should be made to the Academic Office (academic.office@st-annes.ox.ac.uk).

Right to work in the UK

The appointment will be subject to satisfactory provision of proof of the right to work in the UK. Applicants who would need a work visa if appointed to the post are asked to note that this role may not meet the criteria for sponsorship for a skilled worker visa. Further information and advice can be found on the University website: [Home | Staff Immigration \(ox.ac.uk\)](#) or from the [UK home office](#).

Equal Opportunities

The policy and practice of St Anne's College, University of Oxford, require that entry into employment with the College and progression within employment shall be determined only by personal merit and the application criteria which are related to the duties of each post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. In all cases, the ability to do the job will be the primary consideration.

To view our Privacy statement please see here <https://www.st-annes.ox.ac.uk/privacy-policy/>