

## Stipendiary Lectureship in English

### Further Particulars

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| <b>Job title</b>        | Stipendiary Lectureship in English                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Location</b>         | St Anne's College                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Salary and hours</b> | <p>£17,023* per annum for the academic years 2025-26 and 2026-27, for an average of six contact hours of teaching per week in each term<sup>1</sup>, the exact distribution of the hours to be agreed with the subject tutor. There are also duties associated with teaching, some of which fall outside of the eight-week terms, including arranging collections, and where relevant, taking part in Undergraduate Admissions processes.</p> <p>*Stage 2 on the Recommended Scale for Stipendiary Lecturers 2024/25.</p> |
| <b>Benefits</b>         | <p>Membership of the Senior Common Room (SCR). Three free lunches per week in Weeks 0 to 8 during Term (except at times when the kitchen is closed at Easter, Christmas, and for two weeks during August). There are also free lunches for those who take part in Undergraduate Admissions in December.</p>                                                                                                                                                                                                               |
| <b>Contract type</b>    | Fixed term from 29 <sup>th</sup> September to 28 <sup>th</sup> September 2027                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Reporting to</b>     | The Senior Tutor and Professor Matthew Reynolds                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

The Governing Body of St Anne's College invites applications for a Stipendiary Lectureship in English, to teach English Literature, tenable from 29 September 2025 for two years, with the possibility of renewal.

### Overview of the role

St Anne's College seeks an enthusiastic, self-motivated, talented lecturer in English Literature to undertake an average of six contact hours a week of tutorial and/or small class teaching throughout the academic year. Tutorials will be given to St Anne's students and possibly also to students in other colleges under exchange arrangements. There are also other duties associated with the six contact hours of teaching each week during term, which are explained below.

The successful candidate will be expected to give classes and tutorials (small-group teaching, typically of 2-3 students) in English Literature. Information about the undergraduate degree in

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<sup>1</sup> Term dates are listed at: <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1>

English, and about tutorial teaching at Oxford, can be found here: <https://www.english.ox.ac.uk/about-the-course-undergraduate>.

The post-holder must be willing and able to teach:

- Classics and English Prelims Paper 2, Literature in English 1550-1660
- English Language and Literature Final Honours School (FHS) Paper 1: Shakespeare
- English Language and Literature FHS Paper 3: Literature in English 1550 to 1660, excluding the works of Shakespeare
- Classics and English FHS link papers:
  - Link Paper 5: Epic
  - Link Paper 6: Tragedy

as well as any other paper offered by the English Faculty, by agreement.

### **Selection criteria**

Applications will be judged on the basis of the candidate's potential to teach English Literature effectively and empathetically and on their potential to contribute to the life of the English School and St Anne's College.

### **Essential criteria**

- 1) Have a strong record of education: the successful candidate must have a good Honours degree (either 1<sup>st</sup> or upper 2<sup>nd</sup>), or for EU/international applicants a qualification equivalent to a good Honours degree;
- 2) Be able to teach the papers and courses listed above;
- 3) Demonstrate their commitment to adding value to the St. Anne's English School and the wider College community;
- 4) Have the ability to assess students' work, supporting students as appropriate;
- 5) Have the ability and willingness to participate in pedagogic, pastoral, and organisational tasks in the College;
- 6) Demonstrate collegiality with good communication skills, and sensitivity in dealing effectively with any pastoral matters that may arise.

### **Desirable criteria**

- 7) Teaching experience at university level or evidence of the ability to teach undergraduates at a high level.

### **Duration**

This is a fixed-term post to teach English Literature for two years, which is subject to a satisfactory probationary period of six months.

## **Duties**

The Lecturer will be expected to work independently at times but always ultimately in collaboration with the fellows in English.

The successful candidate will be expected to:

- provide teaching to undergraduates and Visiting Students (hereafter referred to as 'students') in the English School for the number of contact hours stipulated in the contract in each week of the full terms (1st Week to 8th Week inclusive) covered by the contract duration. The appointee may also be required to provide teaching to students at other colleges, to fill the six hours of tutorial teaching a week in term. They will need to submit the teaching information and reports 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-response 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 English School, by acting as Organising Tutor if requested;
- set and mark internal college exams ('Collections') before and at the start of each term 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) between October and December, in Astrophoria Foundation Year admissions (where applicable) and in Visiting Student admissions (where applicable);
- take an active part in the intellectual life of the College's academic community;
- take on other duties as directed by the English tutors and/or Senior Tutor, appropriate to the role.

## **Salary and benefits**

- A salary of £17,023 [Stage 2] per annum, for an average of six contact hours of teaching per week;
- Membership of the Senior Common Room and entitlement to three lunches a week;
- Membership of the Universities Superannuation Scheme (USS). Details of the pension scheme are available via the University of Oxford's USS webpage.

## **About St Anne's College**

One of the largest Colleges in the University of Oxford, with around 825 students, St Anne's is 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 initially think that Oxford is not for 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.

Research and teaching are supported by the College Library, which holds one of the largest lending collections of all the Oxford colleges with around 100,000 volumes. The Library has strong interdisciplinary collections, is open 24/7, and offers generous borrowing amounts and loan periods. Library staff actively encourage suggestions for purchase and over recent years have added a number of titles requested by JRFs across all disciplines. As well as the lending collection, the Library has a small but interesting collection of rare books and it supports Fellows and JRFs who want to use these for their own research or with their students in classes held in the reading rooms.

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

## **English at St Anne's College**

St Anne's admits about eight students each year for Single Honours English Language and Literature, together with about three for English and Modern Languages, and two for Classics and English. The College also attracts about four Full Time Equivalent (FTE) students a year from overseas, who are non-matriculated visiting students.

English teaching and research at St Anne's is supported by an extensive collection in the College Library. There is opportunity for the post-holder to work with the librarians and hold classes in the Library using the collection of rare books, and to allow students first-hand experience of handling 16th and 17th century texts.

Additional Information can be found at: <http://www.st-annes.ox.ac.uk>.

## How to apply

The following documents should be sent electronically, in separate .pdf or .docx files, to Mx AB Siegenthaler at [academic.recruitment@st-annes.ox.ac.uk](mailto:academic.recruitment@st-annes.ox.ac.uk):

- 1) a completed St Anne's application form;
- 2) a curriculum vitae;
- 3) 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 in English Literature for the Papers specified above
  - how you meet the selection criteria.

Candidates will also be requested to complete the equal opportunities form online. These forms are used for monitoring purposes and will not be seen by any member of the selection committee.

The deadline for receipt of applications is *noon on 17 June*. The email subject line should be '[your surname] English SL', and the title of each attached document should contain your surname. It is the candidate's responsibility to ensure that all relevant materials are submitted by the application deadline. Incomplete applications will be disregarded.

Candidates are advised that an in-person interview will be required. Interviews are expected to take place in the week commencing *23 June*.

Informal enquiries can be made to the Senior Tutor ([senior.tutor@st-annes.ox.ac.uk](mailto:senior.tutor@st-annes.ox.ac.uk)) and/or the Tutorial Fellow in English ([matthew.reynolds@st-annes.ox.ac.uk](mailto:matthew.reynolds@st-annes.ox.ac.uk)). More general or practical queries about the post, recruitment process and the College should be made, in the first instance, to Mx AB Siegenthaler ([academic.recruitment@st-annes.ox.ac.uk](mailto:academic.recruitment@st-annes.ox.ac.uk)).

## Right to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.

Appointees who are not British or Irish nationals will need a UK visa or proof of settled or pre-settled status.

Further information is available at: <http://www.ukba.homeoffice.gov.uk/workingintheuk/>.

## **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 particular 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, ability to do the job will be the primary consideration.

Our privacy statement is available at: <https://www.st-annes.ox.ac.uk/privacy-policy/>.



**ST ANNE'S COLLEGE, OXFORD**  
**STIPENDIARY LECTURESHIP IN ENGLISH**

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------|--|----------|--|
| Where did you find out about this vacancy?                                                                                                                                                                                                                                                      |  |           |  |          |  |
| Title                                                                                                                                                                                                                                                                                           |  | Forename: |  | Surname: |  |
| Email Address:                                                                                                                                                                                                                                                                                  |  |           |  |          |  |
| Telephone Number:                                                                                                                                                                                                                                                                               |  |           |  |          |  |
| Postal Address:                                                                                                                                                                                                                                                                                 |  |           |  |          |  |
| Current or most recent institution:                                                                                                                                                                                                                                                             |  |           |  |          |  |
| Subject area of research:                                                                                                                                                                                                                                                                       |  |           |  |          |  |
| PhD/ D Phil Title or Topic:                                                                                                                                                                                                                                                                     |  |           |  |          |  |
| Institution:                                                                                                                                                                                                                                                                                    |  |           |  |          |  |
| Date Started (month/year):                                                                                                                                                                                                                                                                      |  |           |  |          |  |
| Date completed (month/year):                                                                                                                                                                                                                                                                    |  |           |  |          |  |
| <i>First Referee</i>                                                                                                                                                                                                                                                                            |  |           |  |          |  |
| Name:                                                                                                                                                                                                                                                                                           |  |           |  |          |  |
| Email address:                                                                                                                                                                                                                                                                                  |  |           |  |          |  |
| Postal address:                                                                                                                                                                                                                                                                                 |  |           |  |          |  |
| <i>Second Referee</i>                                                                                                                                                                                                                                                                           |  |           |  |          |  |
| Name                                                                                                                                                                                                                                                                                            |  |           |  |          |  |
| Email address:                                                                                                                                                                                                                                                                                  |  |           |  |          |  |
| Postal address:                                                                                                                                                                                                                                                                                 |  |           |  |          |  |
| Are there any restrictions on you taking up employment in the UK i.e. Visa etc?                                                                                                                                                                                                                 |  |           |  |          |  |
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| (If yes, please provide details)                                                                                                                                                                                                                                                                |  |           |  |          |  |
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| Please note: referees will be approached by the College. Do not nominate more than two referees; additional references will not be considered. All application materials should be sent to <a href="mailto:academic.recruitment@st-annes.ox.ac.uk">academic.recruitment@st-annes.ox.ac.uk</a> . |  |           |  |          |  |