



**Job Description and selection criteria**

FACULTY OF MEDIEVAL AND MODERN LANGUAGES

<b>Job title</b>	Departmental Lecturer in Portuguese
<b>Division</b>	Humanities Division
<b>Department</b>	Faculty of Medieval and Modern Languages (In association with St Peter's College)
<b>Location</b>	St Peter's College
<b>Grade and salary</b>	Grade 7: £31,604 - £38,833 (with discretionary range to £42,418) per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term (1 October 2018 until 30 September 2019)
<b>Reporting to</b>	Chair of the Medieval and Modern Languages Faculty Board
<b>Vacancy reference</b>	134874
<b>Additional information</b>	



## The role

This post is to replace Professor Phillip Rothwell while he takes on a Leverhulme Research Fellowship.

The post will involve advanced teaching and academic research in Portuguese, with either a specialty in Portuguese-speaking Africa or in Brazilian Studies, ideally with an ability to cover both areas.

The successful candidate will contribute to the teaching within the Sub-Faculty of Portuguese by offering twenty four hours of lectures or seminars per year. They will also be responsible for providing six hours a week of undergraduate tuition in Portuguese language and literature.

The successful candidate will be expected to share in the teaching of the set texts for the Preliminary Examination in Portuguese, give tutorials and classes for Paper VIII in the Final Honours School and the relevant Prescribed Authors covered in Papers XI and XII, and to supervise extended or bridging essays as appropriate, as well as contributing to language teaching. (Further details of these papers can be found at <https://weblearn.ox.ac.uk/access/content/group/modlang/general/handbooks/index.html>)

## Responsibilities

- To give 24 lectures during the academic year in the area of Portuguese-speaking Africa and/or Brazilian Studies;
- To give no more than 6 tutorial hours of teaching in each week of term to cover topics in Portuguese as specified above;
- To supervise PGT students, if needed;
- To engage in assessment and university examining where required;
- To participate in the undergraduate and graduate student admissions processes;
- To undertake advanced academic study and research in Portuguese to underpin lectures and class teaching, and to participate in the Faculty's research-related activities;
- To support the academic oversight of students reading Portuguese in the relevant Colleges, including advice and guidance to students relating to attendance, conduct, coursework, performance, the year abroad and welfare (referring matters to appropriate others);
- To co-operate in the administrative work of the Faculty and Colleges and contribute to access and outreach activities.

## Selection criteria

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

### Essential

1. The candidate should possess a good undergraduate or higher degree in Portuguese-related studies, or have proven expertise in the field.
2. They should also possess a Ph.D. or D.Phil. in Portuguese-speaking Africa and/or Brazilian Studies.

The selection committee will, in exceptional cases, consider applications from those still to complete their doctorate, provided that they demonstrate sufficient expertise in their field of specialization.

3. Evidence of the ability to teach undergraduate (and graduate) students across a range of topics in Portuguese-African and/or Brazilian literature at the highest level in the medium of English, whether through lectures, seminars or tutorials.
4. Evidence of ability to produce high quality research work/publications of the highest quality within the field of Portuguese-speaking African and/or Brazilian literature and culture.
5. Proficiency in Portuguese, and the ability to teach it at undergraduate levels within the Oxford course.
6. Proficiency in English and the ability to teach translation between English and Portuguese.
7. Evidence of the interpersonal skills for, and a willingness to undertake, the pastoral care of undergraduate students.
8. Sufficient depth and breadth of knowledge in the subject to develop teaching materials

**Desirable**

- Experience of graduate teaching and supervision.

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

## Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: [www.humanities.ox.ac.uk](http://www.humanities.ox.ac.uk)

## Faculty of Medieval and Modern Languages

The Faculty is one of the leading centres for the study of European language, literature, and culture world-wide, offering expertise in the entire chronological range from the earliest times to the present day, and with specialists in film studies, cultural studies, history of the book, and cultural history as well as languages and literatures. The Faculty offers expertise in French, German, Italian, Modern Greek, Spanish, Portuguese, Russian, Polish and Czech, as well as in a range of other languages spoken in Europe. Colleagues across the various languages work together in various interdisciplinary projects and research centres, which bring specialists in language and literature together with historians, philosophers, and social studies scholars.

The Faculty is partly college-based, and partly housed in University buildings in Wellington Square, where some academic staff and the Faculty's administrative staff have offices, and at

the Taylor Institution in St Giles' where some teaching takes place and the main Faculty and research library is based. The Taylor Institution, a fine nineteenth-century building sharing with the Ashmolean Museum a commanding site on St Giles', contains both the Taylorian Library, the largest and best resourced Modern Languages library in the country, and the Faculty's largest teaching rooms.

The Faculty is divided into seven sub-faculties: French, German, Italian, Portuguese, Russian and other Slavonic Languages, Spanish and Modern Greek. It includes 11 established professorships as well as 15 individuals with the title of professor and 80 permanent academic post holders. The colleges, which are responsible for undergraduate admissions and undergraduate tutorial teaching, admit a total of about 270 students a year to read for the Honour School of Modern Languages and its joint schools with Classics, English, History, Philosophy, Oriental Studies, and in the near future, Linguistics. The Modern Languages Faculty Board is responsible for the admission and supervision of graduate students. There are about 50 graduates taking taught Masters degrees, and about 120 research students.

For more information please visit: [www.mod-langs.ox.ac.uk](http://www.mod-langs.ox.ac.uk)

### **Sub-Faculty of Portuguese**

Oxford University is the only UK institution with an independent unit devoted solely to the teaching of Portuguese, Portuguese-speaking African and Brazilian Studies. The Sub-Faculty of Portuguese has seven teaching members: the King John II Professor of Portuguese Studies, the Professor of Portuguese and Women's Studies, three Associate Professors and two part-time leitores, one in Brazilian Portuguese and one in European Portuguese (funded by the Instituto Camões). It also works closely with The Centre for Portuguese Language/Instituto Camões, which is directed jointly by the King John II Professor and the Instituto Camões leitor, and with the Brazilian Studies Program in the Latin American Centre. Members of the Sub-Faculty have distinct but complementary areas of expertise which allow it to offer undergraduate courses and graduate research across the broadest spectrum, from modern literature (including Brazilian and African writers, and modern women's writing) through sixteenth-century poetry and drama to medieval literature and Linguistics.

The undergraduate degree course is based on the Oxford principles of parity of languages and breadth of coverage. Portuguese is taken as one of two languages in a two-language degree: it is never a minor or junior option. After a first year of intensive language work and literary study of a representative selection of texts, students are offered a choice of options in literature and linguistics, including broad surveys of major periods of literature and more specialised papers on specific authors and topics, reflecting the research interests of postholders. The range of papers currently offered may be seen at Appendix 1.

Further information about the sub-faculty's research is available at: <http://www.mod-langs.ox.ac.uk/research/research.php>

The annual intake of undergraduate students in Portuguese is currently between 14 and 22, most of whom have not studied Portuguese at school, but will usually have at least one A level in another Romance language. A specially devised pre-sessional course is delivered to *ab initio* first-year students in the week preceding the Michaelmas (i.e. autumn) term (usually the last week in September). Most language teaching is delivered by the two *leitores*. Students are introduced to both Brazilian and European varieties during the first and second years; after the 3<sup>rd</sup> year spent abroad, during which most students spend a substantial period of time in a Portuguese-speaking country, final year students are required to select either Brazilian or European Portuguese for essays and oral classes, and are assigned to the appropriate lector.

## How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

The application process is via the University's on-line recruitment system. To retrieve the relevant 'Job Details' page, search for ID ref (134874) at: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk) or go to:

[https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erq\\_jobspec\\_version\\_4.jobspec?p\\_id=134874](https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erq_jobspec_version_4.jobspec?p_id=134874)

Once on the relevant 'Job Details' page, click on the **Apply Now** button and follow the on-screen instructions to register as a user.'

Please ask two referees to submit a reference for you to [recruitment@mod-langs.ox.ac.uk](mailto:recruitment@mod-langs.ox.ac.uk) by the closing date of the post

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday on Thursday 7 June 2018**.

Further information about the post is available from: [phillip.rothwell@mod-langs.ox.ac.uk](mailto:phillip.rothwell@mod-langs.ox.ac.uk)

Further information about the recruitment process is available from [recruitment@mod-langs.ox.ac.uk](mailto:recruitment@mod-langs.ox.ac.uk)

It is expected that interviews will be held during week commencing 25 June 2018. Please make it clear in your application if you are unlikely to be available at this time.

### Information for priority candidates

*A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.*

*If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about/the\\_university/jobs/support/](http://www.ox.ac.uk/about/the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

## Important information for candidates

### Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at:

[www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

From 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of Opportunity

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool.

See: [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/)

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/)

### Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries.

For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

### Family-friendly benefits

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/)

### Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)