Regent’s Park College Oxford

Post
Lecturer in Politics

Regent’s Park College

The University of Oxford comprises 38 Colleges and 6 Permanent Private Halls collectively associated with the academic departments and central offices. Regent’s Park College is the largest of the Permanent Private Halls with about 200 full-time students and 70 who are part-time. These include about 115 undergraduates, 115 plus postgraduates, around 25 candidates on courses for (Baptist) ministry, and a further 15 FTE visiting students who come for between one and three terms as part of their home degree, mostly from the USA and the EU. Undergraduates study on courses in the Humanities and Social Sciences; Postgraduates study on a wide range of courses. About 20 full-time staff and a number of part-time staff provide the academic, administrative, and library resources for the College.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University’s Radcliffe Observatory Quarter. Regent’s Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

For more information can be found on the college's web site: http://www.rpc.ox.ac.uk.

Overview of Role

Job title: Lecturer in Politics
Contract: Part-time Stipendiary (based on 1.5 hours a week)
Start date: 01 October 2022

The College seeks to appoint a part-time Stipendiary Lecturer in Politics. Currently the College takes two or three students a year for PPE and one student a year for History & Politics.

Main duties and responsibilities

As Lecturer in Politics the successful candidate will, following the tutorial and other conventions and expectations agreed by the College:

- Act as organising tutor for Politics and arrange teaching in Politics as required for PPE and History & Politics students;
- Teach, as appropriate, students in PPE and History & Politics;
- Participate in undergraduate admissions in PPE and History & Politics as agreed between her/him and the Directors of Studies in PPE and History & Politics;
- Participate in Open Days (normally late June/early July and mid-September);
- Set and mark collections as required, and submit meaningful and specific reports on the University reporting system;
- Help arrange teaching and, where appropriate, teach on the visiting student programme;
- Attend the Tutorial Committee which monitors the progress of undergraduates in college;
Liaise with other staff on teaching and pastoral issues where necessary.

The Lecturer is responsible to the Principal as her / his line manager, and reports to the Directors of Studies for PPE and History & Politics on issues relating to teaching arrangements. S/he is finally accountable to the Governing Body of the College.

The Lecturer will participate in the performance development review processes which are agreed by the Governing Body of the College.

The duties of the post are subject to regular review as the role develops.

Person specification and selection criteria

Essential
- An undergraduate degree in PPE or other BA degree in Politics
- A PhD in Politics or working towards a PhD in Politics

Desirable
- Experience of Oxford University examining and marking
- Experience of Oxford University teaching and administration of joint schools including PPE
- Experience of Oxford University Admission interviews and administrative procedures for joint schools including PPE
- An ability to teach the Theory of Politics paper

Benefits

The salary is £3,087.50 for 2022/23 based on an average of 1.5 teaching hours over the year. Any additional teaching will be paid by the hour at the Senior Tutors’ Committee rate.

The first year will be a probationary year.

Teaching rooms can be booked through the main office.

The Lecturer will have the right to take the equivalent of two meals per week in college during term time and the Admissions period, and on Open Days, and be a member of the Senior Common Room.

Application procedure
Candidates should address a letter of application to the Principal explaining how they meet the selection criteria specified. Candidates should send the letter, together with a CV and the names and contact details of two referees to Ms Kristin Anderson, PA to the Principal, Human Resources at principals.assistant@regents.ox.ac.uk.

Candidates should ask their nominated referees to submit their references (addressing how the candidate fulfils the duties, responsibility and criteria for the role) to the email address above by the application closing date below.

Closing date
Applications to be received by 12 noon on Monday 12 September.

Interviews
We aim to hold interviews in the week beginning 19 September.
Equal Opportunities Statement

The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment 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. Where suitably qualified individuals are available, selection committees will not consist of a panel on which all members are of the same gender. For monitoring purposes we ask all applicants to complete a equal opportunities monitoring form.

Eligibility to work in the UK

The prospective employee must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Any applicant who is already working in the UK under the terms of a visa should check carefully before they apply whether their visa gives them the right to undertake teaching.

Documentary proof of 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. The Home Office’s list of acceptable documentation can be found here. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Valid NI number

The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HRMC website at http://www.hmrc.gov.uk/ni/intro/number.htm.

Data Protection

Regent’s Park College is committed to protecting the privacy and security of personal data. Our Staff Applicants Privacy Notice explains what personal data Regent’s Park College holds about applicants, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.